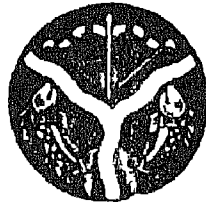


Government of Uttar Pradesh

UTTAR PRADESH BUDGET MANUAL

(Fourth Edition)

Issued by the Finance Department



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P R E F A C E

The Uttar Pradesh Budget Manual was first issued in 1922. A second edition was published in 1936 and a third edition in 1941, followed by reprints in 1948 and 1952. The coming into force of the Constitution of India from January 26, 1950, brought about vast changes in the system of financial administration of the States, particularly in the budgetary procedure. The present edition is, therefore, being issued in which an attempt has been made to incorporate all important changes. Opportunity has also been taken to make the Manual more comprehensive.

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Secretary to Government,
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UTTAR PRADESH SACHIVALAYA,
LUCKNOW:
September 25, 1962.

TABLE OF CONTENTS

CHAPTER	PARAS.	PAGES
I Introductory 	1—14	1—6
II Definitions and general explanations	15	7—10
III Preparation and submission of departmental estimates—General rules and directions.	16—24	11—14
IV Instructions for preparing departmental estimates of revenue and receipts.	25—27	15—16
V Instructions for preparing estimates of ordinary expenditure.	<u>28—38</u>	17—20
VI Estimates for expenditure in England	39—50	21—23
VII Revised estimates 	51—57	24—27
VIII New expenditure 	58—72	<u>28—31</u>
✓ IX Preparation of the estimates and budget by the Finance Department.	73—80	32—33
X Presentation of the budget to and its disposal by the Legislature.	81—87	34—36
XI Subsequent action in respect of the budget. Communication and distribution of grants.	88—95	37—39
XII Watching the progress of revenue and receipts.	96—102	40—41
XIII Watching of actuals and control over expenditure.	103—132	42—54
XIV Savings in appropriations—Expenditure not provided for in the Budget—Reappropriations, Supplementary Estimates and Excess Grants.	133—173	55—63
* XV <u>Financial Irregularities</u>	174	64—66

XVI	Appropriation and Finance Accounts and Audit Reports thereon.	175—190	67—70
XVII	Committee on Estimates	.. 191—194	71
XVIII	Public Account of the State	.. 195—202	72—76
XIX	Miscellaneous	.. 203—210	77—79

APPENDICES

APPENDIX	PAGES
A. Statutory provisions relating to budget procedure, etc.	83—94
B. List of Major and Minor Heads of Account of State receipts and disbursements ..	95—150
C. Section I—List of departmental estimates showing in each case the designation of the estimating officer, the channel of submission and the date by which the estimate must reach the Accountant General and the Finance Department ..	151—165
Section II—List of estimates (budget and revised) for the framing of which administrative departments of the Secretariat are responsible and the dates of their submission to the Finance Department	166—172
D. Calendar showing the dates of the budget programme	173—175
E. List of controlling officers for expenditure heads (including 'Works' except where indicated otherwise) and corresponding receipt heads ..	176—192
F. The Uttar Pradesh Contingency Fund Act, 1950 and the rules framed thereunder ..	193—197
G. List of delegation of powers of re-appropriation sanctioned by the Finance Department ..	198—199
H. Extracts from the Rules of Procedure and Conduct of Business of the Uttar Pradesh Legislative Assembly, 1958, relating to procedure for Committees	200—203
—	
Forms—Nos. B. M. 1 to B. M. 16.	204—224

BUDGET MANUAL

CHAPTER I

INTRODUCTORY

This Manual contains rules framed by the Finance Department for the guidance of estimating officers and departments of the Secretariat in regard to the budget procedure in general and in particular to the preparation and examination of the annual budget estimates and the subsequent control over expenditure to ensure that it is kept within the authorized grants or appropriations. These rules are statutory rules in so far as they derive their authority from the rules framed by the Governor of Uttar Pradesh in exercise of the powers conferred on him by Article 166 (2) and (3) of the Constitution of India. Those rules *inter alia* regulate the functions of the Finance Department.

✓ 2. *Annual Financial Statement*—Under Article 202 of the Constitution, in respect of every financial year, a statement of the estimated receipts and expenditure of the State for that year, called "the annual financial statement" (or the "budget"), is to be laid before both the Houses of the State Legislature. The estimates of expenditure show 'charged' and 'voted' items of expenditure separately and distinguish expenditure on revenue account from other expenditure.

✓ 3. *Structure of Government Accounts*—All receipts and disbursements of the State Government are shown in three separate parts, namely,

Part I—Consolidated Fund, ✓

Part II—Contingency Fund and ✓

Part III—Public Account. ✓

- *Consolidated Fund*—Under Article 266 *ibid*, all revenues received by a State Government, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans form one consolidated fund, called "the Consolidated Fund of the State". No moneys out of this Fund can be appropriated except in accordance with law and for the purposes and in the manner provided in the Constitution.

✓ *Contingency Fund*—Under Article 267 (2) *ibid*, the State Legislature has established a Contingency Fund which is of the nature of an imprest and enables the Executive Government to meet unforeseen expenditure pending its authorisation by the Legislature by law.

(See the Uttar Pradesh Contingency Fund Act, 1950 and the rules framed thereunder in Appendix F).

✓ *Public Account*—Receipts and disbursements, such as deposits, reserve funds, remittances, etc., which do not form part of the 'Consolidated Fund' are included in the Public Account of the State. Disbursements from the Public Account are not subject to a vote by the Legislature as they are not moneys issued out of the Consolidated Fund.

4. *Divisions of the Consolidated Fund*—The main divisions of the Consolidated Fund are :

- (i) Revenue Account ;
- (ii) Capital Account;
- (iii) Debt (comprising Debt and Loans and Advances).

Revenue Account—is the account of (i) the current income of Government derived mainly from taxes and duties, fees for services rendered, fines and penalties, etc., and (ii) the expenditure met from that income. The difference between such income and expenditure represents the revenue surplus, or deficit, as the case may be, for the year.

Capital Account—is the account of expenditure incurred with the object either of increasing concrete assets of a material character or of reducing recurring liabilities, such as those for future pensions by payment of the capitalised value. It also includes receipts arising generally from sale of concrete assets intended to be applied as a set-off to Capital expenditure. Expenditure on Capital account is usually met from borrowed funds or accumulated cash balances.

NOTE 1.—The decision whether expenditure shall be met from current revenues or from borrowed funds rests with the Executive *cum* the Legislature (*vide* Article 33 of the Audit Code).

NOTE 2.—Capital expenditure may be broadly defined as expenditure incurred with the object of either increasing concrete assets of a material and permanent character or of reducing recurring liabilities. It is, however, not essential that the concrete assets should be productive in character or that they should even be revenue producing.

(a) After it has been decided to incur expenditure for the creation of a new or additional asset, the classification of expenditure between "Capital" and "Revenue" is made as follows :

(i) Capital bears all charges for the first construction of a project as well as charges for intermediate maintenance of the work while not opened for service and bears also charges for such further additions and improvements as may be sanctioned under the rules made by competent authority.

(ii) Revenue bears all subsequent charges for maintenance and all working expenses. These embrace all expenditure on the working and upkeep of the project and also on such renewals, replacements and such additions, improvements or extensions as under rules made by competent authority are debitable to the Revenue Account. In the case, however, of works of renewals and improvements, which partake both of a Capital and Revenue nature, it is sometimes unpracticable to draw a hard and fast line between what is properly debitable to Capital or to Revenue, but an equitable distribution of burdens between present and future generations is aimed at.

Debt—This division comprises loans raised by Government, loans of a purely temporary nature classed as "Floating Debt" (such as Treasury Bills and Ways and Means Advances), as well as other loans classed as "Permanent Debt" and "Loans and Advances made by Government", together with repayments of the former and recoveries of the latter. Transactions connected with these are recorded under "O—Public Debt" and "Q—Loans and Advances by the State Government" both on the receipt and the disbursement sides.

5. *Divisions of Public Account*—There are two main divisions of the Public Account, namely, (1) Debt and Deposits and (2) Remittances. The first division comprises receipts and payments (other than those falling under Debt heads pertaining to the Consolidated Fund) in respect of which Government incurs a liability to repay the moneys received or has a claim to recover the amounts paid, together with repayments of the former and recoveries of the latter. The second division embraces all merely

adjusting heads, under which appear remittances of cash between treasuries and transfers between different accounting circles. The initial debits or credits to the heads in this division are cleared eventually by corresponding receipts or payments either within the same circle of account or in another account circle.

6. Sections and Heads of Account—Within each of the divisions mentioned in paras. 4 and 5 above, the transactions are grouped into Sections which are further sub-divided into Major Heads of Account. The Sections are distinguished by letters of the alphabet, a single letter denoting the Revenue portion and a double letter denoting the Capital portion of a particular category of transactions, e.g. Section 'A' denotes the Revenue and expenditure grouped as "Taxes, Duties and other Principal Heads of Revenue" or "Collection of Taxes, Duties and other Principal Revenues" and Section "AA" denotes the Capital expenditure on works connected therewith. The Major Heads in the Revenue and Capital divisions are numbered serially, Roman numerals being generally employed on the receipts side and Arabic on the disbursement side. For instance, 'IX—Land Revenue' is a receipt head and "9—Land Revenue" an expenditure head. No numbering is adopted for Debt, Deposit and Remittance heads though these are also arranged in Sections each bearing a distinctive letter prefixed to its nomenclature, e.g. 'O—Public Debt', 'T—Deposits and Advances' and 'U—Remittances'.

The Major Heads are sub-divided in some cases into Sub-Major Heads and the latter into Minor Heads. The Minor Heads are divided into Sub-Heads. Sub-heads are further divided into Primary Units of Appropriation and the latter into Detailed Heads which are the lowest units of classification of accounts. The divisions of a Major Head are in some cases of sufficient importance to render it essential that the transactions relating to each of these should be treated as falling under one Major Head for the purposes of account classification and the budget. The head of account relating to each such division is termed a "Sub-Major Head", e.g. the sub-major heads under "28—Education" are 'University', 'Secondary', 'Primary', 'Special' and 'General'. In some cases it is found necessary to insert other heads of account between a Minor Head and the Primary Units of Appropriation. Such heads are termed 'Sub-Heads' (e.g. 'General Revenue Charges' under the Minor Head 'Charges of Administration' subordinate to the Major Head "9—Land Revenue").

The following is an illustration of how the divisions are made—

PART I—CONSOLIDATED FUND

Division	..	Revenue Account.
Section	..	D. Social and Developmental Services.
Major Head	..	28—Education
Sub-Major Heads	...	University, Secondary, Primary, Special and General.
Minor Head	..	Government Professional Colleges.
Sub-Head	...	Training Colleges.
Primary Unit	..	Pay of Officers.
Detailed Heads	..	Principal or Vice-Principal, etc. (if and as these actually appear in the Budget).

Expenditure under each Minor Head or Sub-Head is generally classified under the following primary units with reference to its nature:

- (1) Pay of Officers,
- (2) Pay of Establishment,
- (3) Allowances and Honoraria,
- (4) Contingencies,
- (5) Grants-in-aid,
- (6) Contributions, etc.

7. In the case of expenditure on Public Works, the following are usually the main minor heads:

- (a) Original Works,
- (b) Repairs,
- (c) Tools and Plant,
- (d) Suspense.

Similarly, in the case of expenditure on Irrigation, Navigation, Embankment and Drainage works, the principal minor heads are:

- (i) Works,
- (ii) Extensions and Improvements,
- (iii) Maintenance and Repairs,
- (iv) Tools and Plant,
- (v) Establishment and
- (vi) Provision for Depreciation.

The introduction of any new major or minor head and the abolition or change of nomenclature of any of the existing major or minor heads require the prior approval of the Comptroller and Auditor-General of India. (See para 21 of Chapter III).

8. *Preparation of the budget estimates and their transmission to the Finance Department*—Under the rules made by the Governor for the convenient transaction of the business of the State Government and the instructions issued thereunder, the Finance Department is responsible for the preparation of the annual budget. The budget is prepared on the basis of the material furnished by the departmental officers and the administrative departments of the Secretariat. The Heads of Departments and other estimating officers prepare the estimates for each head of account with which they are concerned and forward these to the Finance Department through the Accountant General in the case of estimates under any revenue heads and also to the appropriate departments of the Secretariat by the prescribed dates. The estimates in respect of capital heads and loans and advances by the State Government are furnished direct to the Departments of the Secretariat concerned. The administrative departments scrutinize the estimates and make available their comments on these to the Finance Department which then examines the estimates after taking into account the comments of the Accountant General also who renders such assistance as may be reasonably asked for by the Finance Department. Estimates under certain heads are furnished direct by the administrative departments of the Secretariat and the Accountant General. A statement showing the names of the estimates, the channels and the dates of their submission is given in Appendix C.

✓ 9. Proposals relating to 'new expenditure'—The estimates referred to above take cognizance only of what are called 'standing sanctions', i.e. all revenues based on existing laws, rules and orders and all expenditure incurred by virtue of existing rules and orders. Proposals which involve a reduction or an increase in revenue otherwise than in pursuance of authorised Codes, Manuals and Rules and proposals for 'new expenditure' (See Chapter VIII) are submitted to Government separately in proper time. The provision of funds for 'new expenditure' depends on the position of the resources available and the necessity and urgency of each proposal.

10 After the finalisation of the Budget with the inclusion of provision therein for new expenditure, it is presented, under Article 202 of the Constitution, to both Houses of the State Legislature. Demands for grants are subsequently made in the Legislative Assembly on the recommendation of the Governor. After the grants have been voted by the Legislative Assembly, a Bill to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet the voted as well as the charged expenditure is introduced in the Legislative Assembly. When the Appropriation Bill is passed by both Houses of the Legislature and it has also received the assent of the Governor, the amounts shown therein can be expended during the financial year concerned.

11. Other Estimates—Occasions may arise for approaching the Legislature with proposals for Votes on Account, Votes of Credit and Exceptional Grants, besides supplementary estimates. These are dealt with in Chapters II and XIV.

✓ 12. Authorization of expenditure—Except where the expenditure is covered by standing sanctions or necessary powers have been delegated to the administrative departments, heads of departments and subordinate authorities in this behalf with the concurrence of Finance Department, provision of funds in the budget by itself conveys no sanction to the subordinate authorities to incur expenditure. The following conditions must be satisfied before the public money is spent:

- ✓ (i) The expenditure should be sanctioned by the authority competent to sanction such expenditure (in the case of works expenditure incurred by the Engineering Departments this sanction means both administrative approval as well as technical sanction),
- ✓ (ii) Sufficient funds should have been provided for the expenditure in the Appropriation Act or by re-appropriation by the authority competent to sanction re-appropriation (See Chapter XIV) and
- ✓ (iii) No breach of the standards of financial propriety, which are mentioned below, is involved :

✓ I—The expenditure should not be *prima facie* more than the occasion demands. Every Government servant should exercise the same vigilance and care in respect of expenditure from public moneys under his control as a person of ordinary prudence would exercise in respect of expenditure of his own money

✓ II—Public money should not be utilized for the benefit of a particular person or section of the community unless—

- (a) the amount of expenditure involved is insignificant, or
- (b) a claim for the amount can be enforced in a court of law,

or

* (7) the expenditure is in pursuance of a recognised policy or custom.

✓ III—No authority should exercise its power of sanctioning expenditure to pass an order directly or indirectly to its own advantage.

✓ IV—The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that the allowances are not on the whole sources of profit to the recipients.

✓ 12. *Committee on Estimates*—There is a Committee on Estimates constituted by the Legislative Assembly to examine such of the estimates as may seem fit to the Committee or are specifically referred to it by the House. (For rules relating to constitution and the functions of this Committee see Chapter XVII).

✓ 11. *Committee on Public Accounts*—The Appropriation Act has the effect of determining the objects on which money may be spent from the Consolidated Fund of the State and the amount which can be spent on each object. The amount of expenditure which can be incurred is thus strictly controlled by the Legislature. The extent to which the wishes of the Legislature, as expressed by the demands voted by the Legislative Assembly, are actually complied with is investigated and brought to the notice of the Legislative Assembly by the Committee on Public Accounts. (For the constitution and functions of this Committee see Chapter XVI).

CHAPTER II

DEFINITIONS AND GENERAL EXPLANATIONS

15. Unless there is something repugnant in the subject or context, the terms defined in this Chapter are used in this Manual in the sense here explained :

(1) 'Accounts' or 'actuals' of a year—are the amounts of receipts and disbursements for the financial year beginning on April 1 and ending on March 31 following, as finally recorded in the Accountant General's books.

(2) 'Administrative approval' of a scheme, proposal or work—is the formal acceptance thereof by the competent authority for the purpose of incurring expenditure thereon as and when funds permit. (See paragraph 316 of Financial Handbook, Volume VI).

(3) 'Annual financial statement' or 'Budget'—See para. 2 of Chapter I.

(4) 'Appropriation'—means the amount authorised for expenditure under a major or minor head or sub-head or other unit of appropriation or part of that amount placed at the disposal of a disbursing officer. (The word is also technically used in connection with the provision made in respect of 'charged' expenditure).

(5) 'Appropriation Accounts'—are the accounts prepared by the Comptroller and Auditor-General for each grant or appropriation in which is indicated the amount of the grant sanctioned and the amount spent under each sub-head and on the grant as a whole. Important variations in the expenditure and allotments, whether voted or charged, are briefly explained therein.

(6) 'Assembly'—means the Legislative Assembly, Uttar Pradesh.

(7) 'Budget'—See para. 2 of Chapter I.

(8) 'Budget estimates'—are the detailed estimates of receipts and expenditure of a financial year.

(9) 'Charged Appropriation'—means sums required to meet charged expenditure as specified in the schedule to an Appropriation Act passed under Article 204 of the Constitution, during the financial year concerned, on the services and purposes covered by that 'Charged Appropriation'. It does not include provision for voted expenditure.

(10) 'Charged expenditure' or 'Charged on the Consolidated Fund'—means such expenditure as is not to be submitted to the vote of the Legislative Assembly under the provisions of the Constitution.

A list of items the expenditure on which is charged on the Consolidated Fund of the State is given below. Sums relating to 'Charged' expenditure are usually printed in italics in the Detailed Estimates and Grants :

(i) The emoluments and allowances of the Governor and other expenditure relating to his office.

(ii) The salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly and the Chairman and the Deputy Chairman of the Legislative Council.

(iii) Debt charges for which the State is liable, including interest, sinking fund charges and redemption charges, and other expenditure relating to the raising of loans and the service and redemption of debt.

(iv) Expenditure in respect of the salaries and allowances of the Judges of the High Court.

(v) Any sums required to satisfy any judgment, decree or award of any court or arbitral tribunal.*

(vi) Any expenditure declared by the Constitution or by the Legislature of the State by law to be so charged.

(vii) The administrative expenses of the High Court including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court.

(viii) Adjustments in respect of expenses of Courts or Commissions and pensions under Article 290 of the Constitution.

(ix) The expenses of the State Public Service Commission, including any salaries, allowances and pensions payable to or in respect of the members and the staff of the Commission.

[See Articles 202 (3), 229 (3) and 322 of the Constitution.]

(11) '*Consolidated Fund of the State*'—See para 3 of Chapter I.

(12) '*Constitution*'—means the Constitution of India

(13) '*Contingency Fund*'—See para. 3 of Chapter I.

(14) '*Controlling Officer*'—means the authority made responsible for the control of expenditure for any head of account.

NOTE—A list of Controlling Officers is given in Appendix E.

(15) '*Council*'—means the Legislative Council, Uttar Pradesh.

(16) '*Departmental Estimate*' is an estimate of income and ordinary expenditure of a department in respect of any year submitted by the head of a department or other estimating officer to the Finance Department as the material on which to base its estimates.

(17) '*Detailed head*'—See para 6 of Chapter I.

*Payments which have to be made initially by the State Governments in satisfaction of court decrees or arbitral awards in cases of dispute arising out of the acquisition of buildings and properties by the States for the purposes of the Union Government are to be charged on the Consolidated Fund of the State concerned. Subsequent re-imbursement by the Central Government is merely an inter-governmental adjustment. [Government of India, Ministry of Finance (Department of Economic Affairs) letter no. F2(43)-59, dated September 12 1959.]

(18) '*Disbursing Officer*'—Every Government servant who draws money for disbursement on bills from the treasury is a disbursing officer, except that a gazetted government servant who is not the head of an office and who draws only his own pay and allowances from the treasury is not included in this term.

(19) '*Estimating Officer*'—means a departmental officer responsible for preparing a departmental estimate.

[NOTE—A list of estimating officers and authorities is given in Appendix C.].

(20) '*Excess Grant*'—See Section IV of Chapter XIV.

(21) '*Head of Department*'—means an officer declared as such by Government. (A list of Heads of Departments is given in Financial Handbook, Volume I and in the Annexure to Chapter II of Financial Handbook, Volume V, Part I).

(22) '*Legislature*'—means the Legislature of the Uttar Pradesh, consisting of the Legislative Assembly and the Legislative Council.

(23) 'Major heads' }
(24) 'Minor heads' } See para. 6 of Chapter I.

(25) '*Modified Appropriation*'—means the sum allotted to any unit of appropriation as it stands on any particular date after it has been modified by re-appropriation or by supplementary or additional grant or grants sanctioned by competent authority.

(26) '*New Expenditure*'—See Chapter VIII.

(27) '*Primary unit of appropriation*'—See para 6 of Chapter I. The primary units of appropriation are variable according to the administrative convenience and as such the exact units will appear every year in the Volume "Detailed Estimates and Grants."

(28) '*Public Accounts Committee*' (or '*Committee on Public Accounts*')—is a Committee constituted by the Legislative Assembly for the examination of the reports of the Comptroller and Auditor-General of India relating to the appropriation accounts of the State, the annual financial accounts of the State or such other accounts or financial matters as are laid before it or which the Committee deems necessary to scrutinize. (See Chapter XVI.)

(29) '*Re-appropriation*'—means the transfer, by a competent authority, of savings from one unit of appropriation to meet additional expenditure under another unit within the same grant or charged appropriation (See Section II of Chapter XIV).

(30) '*Recurring charge*'—is a charge which involves a liability beyond the financial year in which it is originally sanctioned.

(31) '*Revised estimate*'—is an estimate of the probable receipts or expenditure for a financial year, framed in the course of that year, with reference to the transactions already recorded and anticipations for the remainder of the year in the light of the orders already issued or contemplated to be issued or any other relevant facts.

(32) '*Secondary units of appropriation*'—are sub-divisions of the appropriation for a primary unit and, where definitely prescribed

by the Finance Department, appear in the accounts maintained by the Accountant General.

[NOTE—The only secondary units of appropriation so far prescribed by the Finance Department are 'Contract' and 'Non-Contract' under "Contingencies"]

(33) '*Schedule of new expenditure*'—is a statement of items of new expenditure proposed for inclusion in the budget for the ensuing year. (See Chapter VIII).

(34) '*Standing sanctions*'—relate to revenues based on existing laws, rules and orders and expenditure incurred by virtue of existing laws, rules and orders.

(35) '*Sub-heads*'—See para 6 of Chapter I.

(36) '*Sub-major heads*'—See para. 6 of Chapter I.

✓(37) '*Supplementary statement of expenditure*'—means the statement to be laid before the Legislature under Article 205 (1) (a) of the Constitution showing the estimated amount of further expenditure necessary in respect of a financial year over and above the expenditure authorized in the annual financial statement for that year. The demand for a supplementary grant may be token or substantive. (See Section III of Chapter XIV.)

(38) '*Technical sanction*'—is the approval to the detailed designs, plans, specifications and quantities by the competent Engineer authority, which is required to be given to any work (other than petty works, petty repairs, and other repairs for which a lump sum provision has been sanctioned by the Superintending Engineer) before its commencement. (See para 318 of Financial Handbook, Volume VI, for further details).

✓(39) '*Vote on Account*'—means a grant made in advance by the Legislative Assembly, in pursuance of Article 206 (1) (a) of the Constitution, in respect of the estimated expenditure for a part of new financial year, pending the completion of the procedure relating to the voting of the demands for grants and the passing of the Appropriation Act. The annual financial statement is generally presented to the Legislature in the month of February and normally the general discussion thereon in both the Houses, the voting of the demands for grants by the Legislative Assembly and the passing of the Appropriation Act are expected to be completed before the end of March, so as to make available the grants and appropriations for the ensuing year right from the commencement of the year. But circumstances may sometimes arise in which this may not be possible. On such occasions demands for advance grants in respect of the estimated expenditure for a part of the year may be presented.

(40) '*Vote of Credit*'—See Article 206 of the Constitution reproduced in Appendix A.

✓(41) '*Votable*'/'*Voted*' expenditure—means expenditure which is subject to the vote of the Legislative Assembly. It is to be distinguished from 'charged' expenditure.

CHAPTER III

PREPARATION AND SUBMISSION OF DEPARTMENTAL ESTIMATES

General Rules and Directions

✓ 16. Accuracy of estimates and responsibility therefor—Under the rules made by the Governor for the convenient transaction of the business of the State Government and the instructions issued thereunder, the Finance Department is responsible for the preparation of the annual budget for which it obtains material from the various departmental officers, etc., and the departments of the Secretariat. But the Finance Department is not, and cannot be, responsible for the correctness of the material supplied to it. If the material supplied by the departmental officers is defective, the estimates will also be defective and the responsibility then reverts to the officers who supplied the material. It is, therefore, essential that preparation of the departmental estimates should receive the closest personal attention of the estimating officers. The estimates should be framed after a careful and thorough consideration of all items of expenditure and of all sources of income and of every factor likely to affect the actual results. Every care should be taken to ensure that the estimates are as accurate as possible. As Government accounts are maintained in general on a cash basis, the estimates should take into account only such receipts and payments (including those in respect of the arrears of past years) as the estimating officer expects to be actually realised or made during the budget year.

✓ 17. Estimates to be prepared on gross basis—The budget estimates should, as a rule, be prepared on a gross and not on a net basis. The gross transactions in the case of both receipts and charges in each department should be entered separately. Receipts should be estimated on the receipt side and the expenditure on the expenditure side. In other words, it is not permissible to deduct receipts from the charges or the charges from the receipts. There are, however, certain exceptions to this general rule of gross budgeting. Refunds of revenue, for instance, are deducted from the gross collections and the budget is prepared only for the net receipts, the reason being that the refunds do not really represent the expenditure of Government but are merely repayments made out of the receipts. The receipts on capital account are also taken in reduction of expenditure and not shown on the receipt side. For example, in the case of capital outlay incurred on Government Trading Schemes, such as foodgrains, the amounts received from sale are taken in reduction of expenditure. There are certain cases in which a service is undertaken by one Government on behalf of another Government or an outside body subject to the recovery of the cost of the service. In such cases the cost of the service is provided in the budget of the Government Department undertaking the service as expenditure under the appropriate head and the relative recovery is taken in reduction of the gross expenditure provided under the relevant head.

NOTE—All credits and recoveries are, however, excluded from the demands for grants. For the purpose of obtaining the vote of the Legislature on the supply and of authorising the withdrawals of money from the Consolidated Fund, the gross expenditure is invariably taken into account.

18. *Rounding*—The estimates under each lowest unit should be rounded off to the nearest Rs.100. Ordinarily, provisions amounting to Rs.500 and above will be rounded to Rs.1000 and those below Rs.500 omitted except where this has the effect of leaving no provision at all in which case a sum of Rs.100 should be provided. This is, however, intended only to simplify budgeting by avoiding meticulous calculations. The sanctions to be accorded after the passing of the budget will be for the actual amounts and not in accordance with the rounded figures.

19. *Channels and dates for transmission of estimates to Finance Department*—The Heads of Departments and other estimating officers should prepare the estimates for each head of account with which they are concerned on the basis of the material obtained by them from subordinate officers and forward these to the Finance Department through the Accountant General by the prescribed dates. Simultaneously they should submit copies to the appropriate administrative departments and also to the Finance Department of the Secretariat. The administrative departments will scrutinize these estimates and make available their comments to the Finance Department which examines them on receipt of the estimates from the Accountant General. The Accountant General furnishes the past actuals, offers his comments and renders such assistance as may be reasonably asked for by the Finance Department. He also frames the estimates in respect of certain heads and furnishes these to that department. The administrative departments of the Secretariat also frame and furnish to the Finance Department estimates relating to certain heads. A statement showing the channels and the dates for the submission of various estimates (both budget and revised) by the estimating officers and the dates by which these should reach the Finance Department is given in Appendix C. It is of the utmost importance that the duly scrutinized estimates are submitted without fail by the prescribed dates; in fact the endeavour should be to submit them a few days earlier so as to enable a proper scrutiny by all the concerned authorities. Delay in this respect may upset the entire budget programme of the Finance Department and may involve a possibility of any item not being adequately provided for or being omitted altogether.

20. *Proposals involving 'new expenditure' and their timely submission*—The departmental estimates referred to above should take cognizance only of what are called 'standing sanctions', i.e. all revenue based on existing laws, rules or orders and all expenditure incurred by virtue of existing laws, rules or orders. Proposals which involve a reduction or an increase in revenue otherwise than in pursuance of authorised Codes, Manuals, Rules or Orders and proposals involving 'new expenditure' (see Chapter VIII) should be submitted to Government separately by the prescribed date. If a departmental officer feels any doubt whether a particular proposal should be treated as constituting 'new expenditure', he should make a reference to Government in the administrative department concerned well in advance of the prescribed date.

Proposals relating to 'new expenditure' should be submitted to Government as and when ready and must not be held up for being submitted towards the last date prescribed, so that the administrative departments of the Secretariat and the Finance Department may have sufficient time to examine each proposal as closely as possible and to call for such further information as may be deemed necessary. It must be clearly understood that any proposal reaching the Finance Department after the prescribed

date will not ordinarily be entertained and the responsibility for the inconvenience which may be caused to the public service on that account will attach to the officer or the administrative department concerned who or which failed to take action in time.

21. *Classification of receipts and expenditure in the departmental estimates to conform to the prescribed heads of account*—A list of major and minor heads of account of State receipts and disbursements, as prescribed by the Comptroller and Auditor-General of India, will be found in Appendix B. The introduction of any new major and/or minor head, as well as the abolition or a change in the nomenclature of any of the existing heads, require the approval of that authority and cannot be carried out until such approval has been obtained. The primary units of appropriation and detailed heads are, however, variable according to convenience and as such the exact units will appear every year in the State Budget under "Detailed Estimates and Grants". The detailed classification of the receipt heads is also shown therein. In the matter of accounting and for control of expenditure the nomenclature of the budget heads must be followed. Even if the budget provision has originally been made under an incorrect head, the corresponding expenditure should be brought to account against that unit unless there be strong reasons for a contrary course, e.g. when such accounting would be contrary to law. All such cases of budget provision having been made under incorrect heads should, however, be brought to the notice of the Finance Department as early as possible so that in future the charge may be budgeted for under the correct head.

NOTE 1—While submitting his annual budget estimate, the estimating officer may, where absolutely necessary, add a detailed head not provided for in the previous year's budget. But while doing so he must prominently bring it to notice so that the Finance Department may be in a position to decide whether the proposed new detailed head should be introduced or the provision made within any of the existing detailed heads under the primary unit concerned. No new primary unit of appropriation can be opened without the sanction of the Finance Department and such sanction will not ordinarily be given in the course of a financial year except when a supplementary demands for new expenditure not contemplated in the original budget involves the opening of a new primary unit or units of appropriation. The expenditure which arises in the course of a year and is not strictly debitable to any of the existing primary units should be recorded under the existing primary unit most closely related to the charge.

NOTE 2—The opening of a sub-head or a detailed head will be sanctioned by the Finance Department after previous consultation, if necessary, with the Accountant General.

22. *Estimates to be accompanied by explanatory budget notes*—Each departmental estimate must be accompanied by a budget note by the estimating officer, prepared on half margin, containing his proposals and the reasons in support of them, arranged by major heads, sub-major heads, minor heads, primary units, etc., in the same order in which the estimate has been prepared. The note should be clear and precise and should explain the variations between the proposed estimates for the forthcoming year and the figures of the budget estimates of the current year. It should also give reasons for the repetition or the omission of any item. Both the estimate and the budget note should be prepared in triplicate and one copy of each should be sent direct to the administrative department concerned and the Finance Department at the same time as the original is sent to the Accountant General.

✓ 23. Corrections to estimates and time limits for their submission—Corrections, if any, to the estimates should be sent direct to the Finance Department, with a copy to the administrative department concerned, as early as possible. In the case of estimates to be submitted through the Accountant General on or after 15th November, the corrections must reach the Finance Department by 15th December at the latest and in the case of all other estimates within one month of the date of submission of the estimates to the Accountant General but in no case later than 10th December. Corrections received after these dates will not be considered.

24. Action to be taken by the Accountant General—On receipt of the departmental estimates the Accountant General will scrutinize and compile them into a self-contained budget for each major head of account in Form B.M.I. He will also fill in the following figures in the budget form:

- (a) Final grant for the current year.
- (b) Actuals for the first five, six or seven months of the previous year.
- (c) Actuals for the last seven, six or five months of the previous year.
- (d) Actuals for the first five, six or seven months of the current year.
- (e) Revised estimate for the current year based on the actuals for the first five, six or seven months.

In the same form he will give his own comments, criticism and suggestions, if any, in regard to the proposed estimates and will then send that form in original to the Finance Department.

In reviewing or checking the estimates he is expected to take into account all circumstances which are likely to affect the receipts and expenditure of the department concerned, such as transfer adjustments with other Governments and Departments as well as transfer entries between different heads of account which it is usual to make in the accounts of the year to which the estimates relate, e.g. (1) Commuted value of pensions, leave salaries, etc., payable to or recoverable from other Governments or Departments, (2) Contributions recoverable for Railway Police, (3) Over-payments and advances of the previous years recoverable during the budget year, (4) Transactions relating to expenditure and receipts in England, (5) Distribution of the cost of the Public Works Establishment and Tools and Plant (*vide* Appendix V of Financial Handbook, Vol. VI) and (6) Annual transfer entries.

✓ CHAPTER IV

INSTRUCTIONS FOR PREPARING DEPARTMENTAL ESTIMATES OF

✓ REVENUE AND RECEIPTS

25. In the preparation of the budget the aim is to achieve as close an approximation to the actuals as possible. It is, therefore, essential that not merely should all items of revenue and receipts that can be foreseen be provided but also only so much, and no more, should be provided as is expected to be realized, including past arrears, in the budget year. The following instructions should be carefully observed in preparing the estimates:

(1) The estimates should be based on the existing rules and rates of taxes, duties, fees, etc. and no increases or reductions in such rates which have not been sanctioned by Government should be proposed.

(2) An estimate should show the amounts actually expected to be received during the budget year and those only. The arrears, if any, standing over from past years for collection should be included if there is a reasonable certainty that they would be realised within that year. On the other hand, the estimates should exclude any receipts which, although falling due during the budget year, are not expected to be actually realised within that year.

(3) In preparing the estimates of all receipts of a fluctuating nature careful attention should be given to all abnormal factors as well as to normal conditions and tendencies as explained below:

(a) Circumstances may have arisen in the current year which make it evident that the estimate for that year will be substantially departed from. If this should be the case, any such expected departure from the original estimate for the current year should be taken into account in estimating the probable realisations of the budget year on the basis of the figures of the past three years and the revised estimate for the current year.

(b) Events may have occurred in the current year which make it obvious that unusually large arrears will be outstanding for collection in the budget year. Any such addition to the total amount of receipts due for realization during the coming year should be taken into account in framing the estimates of receipts for that year, but the amount to be included should be that which is expected to be actually realised and the balance should be shown in the 'Remarks' column with reasons in brief.

(c) Conditions may have arisen that enable the estimating authorities to forecast some particular effect on the revenue receipts in the coming year, e.g. an irrigation work may have been opened or improved or extended, resulting in an additional

income from extra water supply to cultivators. Estimates for increased or additional revenue on these accounts should, however, be proposed only if the estimating authorities are certain about this and full reasons must be given in the budget note.

(d) Some calamity may have supervened which will have a definite effect in reducing revenue during the coming year, e.g. the breaching of an embankment which cannot be repaired before the cultivating season in the coming year, which will lead to reduction in revenue receipts. Account must be taken of this.

It is, thus, particularly necessary to guard against accepting the estimates of the current year blindly as a basis for framing the estimates of the following year.

(4) The gross transactions should be exhibited in full, unless in any particular case there are definite instructions to the contrary when net receipts may be entered and a brief explanation given in the remarks column.

(5) *Refunds*—Provision should be made in the revenue estimates, where necessary, for refunds which are shown under a separate minor head 'Deduct—Refunds' under the major revenue head.

26. The reasons which have led to the proposing of estimates for the ensuing year should be fully and clearly explained, item by item, in the budget note of the estimating officer, specially when the estimate proposed for the ensuing year is in any way abnormal, due regard being paid to the following variations :

(a) actuals of the past year compared with the original and the revised estimates of that year ;

(b) revised estimate for the current year as compared with the original estimate; and

(c) budget estimate proposed for the following year as compared with the original and revised estimates for the current year.

27. Where several items of a miscellaneous nature are grouped under a single head of account, details of the more important items should be given along with the estimates proposed for each in the budget note.

✓ CHAPTER V

INSTRUCTIONS FOR PREPARING ESTIMATES OF

ORDINARY EXPENDITURE

28. *Estimates to be complete and accurate*—The estimates of ordinary expenditure are those for the expenditure expected to be incurred in the coming year for the normal working of the departments with reference to existing sanctions. No item constituting 'new expenditure' (See Chapter VIII) should, therefore, be included in these estimates. The estimating should be as close and accurate as possible and the provision to be included in respect of each item should be based on what is expected to be actually paid or spent (under proper sanction) during the year, including arrears of past years, and not merely confined to the liabilities pertaining to the year. The need for every item must be fully scrutinized before provision for it is included and the amount should be restricted to the absolute minimum necessary. Even in framing estimates in respect of what are called 'fixed charges' it must be borne in mind that nothing is irrevocably fixed for all time and the position should be brought under review periodically. The various general or specific orders issued by Government or by Heads of Departments for economy in expenditure must be carefully borne in mind and complied with. All estimating officers must know that an avoidable extra provision in an estimate is as much a financial irregularity as an excess in the sanctioned expenditure and it can sometimes lead to serious consequences for which the officers found to be at fault may be held personally responsible.

29. *Obsolete items to be omitted*—The estimates of the current year must never be adopted blindly as a basis for framing those of the following year. There is always a temptation to save trouble by taking the current year's estimates for granted and adding something to certain items on which increased expenditure is foreseen. This tendency is to be strongly deprecated. The estimating officer must give his closest personal attention to each and every item and see that the items of expenditure which have become obsolete are omitted. At the same time it is his duty to see that provision for all expenditure that can be reasonably foreseen and does not constitute 'new expenditure' is made in the estimates. Care must, however, be taken that no provision for increased expenditure requiring specific sanction of the competent authority is included unless that sanction has already been obtained and that even in the case of a sanctioned scheme provision is made for only so much of it as can actually be brought into effect in the budget year.

30. *Past actuals to be consulted*—In preparing the estimates, the average of the actuals of the past three years, as also the revised estimates for the current year, should invariably be kept in sight; not as something that could conveniently be repeated but as a basis for an intelligent anticipation which takes into account any noticeable tendency for the expenditure to rise or decline, any abnormal features during the past years,

any recognisable regularity in the pitch of the expenditure and any special features known to be certain or likely to arise during the budget year. When any item of expenditure, although covered by standing sanction, is to be held in abeyance under the orders of the competent authority, provision for it should be omitted. If it is proposed that it should be revived, specific reference to the competent authority should be made well in time and in that case the estimating officer can include the provision in the estimates but he must draw pointed attention to this in his budget note at the appropriate place.

31. *Lump provisions to be avoided*—Lump provisions should not, as a rule, be made in the estimates. In some cases, however, lump provisions become unavoidable. Except when the expenditure out of lump allotments is regulated by standing sanctions, instructions or rules, full explanation in justification of the provisions proposed, with indication of the principal items, should be given in the budget note and the working out of detail should be started immediately after the amounts have been finally included in the budget so that there may be no delay in their examination and the issue of sanctions.

32. *Estimates for pay and leave salaries of officers and establishment*—The estimates should be framed on the basis of expenditure required to be incurred in the coming year on account of the pay (including special pay and personal pay but excluding compensatory allowances) of the officers and the staff likely to be on duty and the actual pay to be drawn by each, irrespective of the sanctioned strength. In the case of holders of posts carrying time scales of pay provision should also be made for increments falling due during the year. In the case of a cadre which includes leave or training reserves, the estimate should provide not only for such of its members as are likely to be on duty but also those who are likely to take leave or be under training, but no separate provision should be made on account of leave salaries. In small cadres of gazetted officers provision for leave salaries need not be made unless it is definite that certain officers will go on leave. Provision for leave salaries in respect of large cadres of gazetted officers and of non-gazetted establishments should not be made on any percentage basis but on the average of the past actuals plus such increase for new posts as may be considered necessary. It will be advantageous if information is obtained beforehand as to the number of persons intending to take leave in the budget year, the period for which each intends to take leave and the likely leave salary payable in each case.

No provision should be made for posts held in abeyance. If it is considered necessary to revive any of them in the ensuing year, proposals therefor should be submitted in good time and necessary orders of the competent authority obtained.

The estimate in respect of pay of temporary posts should be shown separately from that relating to permanent posts.

33. *Numerical strength and pay scales to be indicated*—The number of posts budgeted for in the current year and those for which provision has been proposed for next year in the estimates should be clearly indicated, both for permanent and temporary posts. The scales of pay should also be indicated under each detailed head, but it will be sufficient if only the minimum and the maximum pay is shown instead of the full scale. In the case of temporary posts, provision should be made only for the continuance of such posts as are definitely required to be retained and

for the period for which they will actually be required. The number and date of the orders by which each post was created or last retained should invariably be quoted for reference. If any additional temporary posts are required for any sanctioned scheme or project on the basis of the approved programme of work, provision for them may be included in the budget estimates. Their necessity should, however, be clearly explained and it should be reported whether the cost involved is included in the sanctioned cost of the scheme or project.

34. *Provision for pay and fixed allowances for March to be made in the budget of the following year*—The pay, leave salary and fixed allowances of a government servant for a month become due only at the end of the month. Provision for them for the month of March should, therefore, be made in the budget estimates of the following financial year.

35. *Allowances and Honoraria*—The estimates for allowances and honoraria should generally be drawn up under three detailed heads, viz. (i) Travelling Allowance, (ii) Other Allowances and Honoraria and (iii) Compensatory dearness and cost of living allowances. In the case of fixed allowances the estimates should be based on the sanctioned rates and after making actual calculations of amounts to be drawn by the incumbents of the various posts in the budget year and after taking into account changes, if any, in the rates due to increase in pay on accrual of annual increments. The estimates for fluctuating items should generally be based on the current year's allotment viewed in the light of the average of the past three years' actuals, allowance being made for any causes likely to modify that figure. Particular care should be taken to see that the estimate for travelling allowance (other than fixed travelling allowance) is restricted to the absolute minimum amount necessary. Unless full and convincing reasons have been given in the budget note, all increases proposed by the estimating officers are liable to be cut down by the Finance Department.

36. *Allowances of staff paid from contingencies*—Provision for compensatory allowances, if any, drawn by staff whose pay is met from 'Contingencies' should be made under that primary unit and not under 'Allowances and Honoraria'.

37. *Contingencies*—Contingent charges are to be divided between 'Contract' and 'Non-Contract' and the estimates for these should be framed accordingly. 'Contract Contingencies' generally consist of charges the annual incidence of which can be averaged with reasonable accuracy. (For details see Appendices B—F of the U. P. Treasury Manual). A lump sum is annually allotted for these for each office, establishment or institution within which the government servant authorized in this behalf can incur expenditure without further sanction of any kind. No increase can be proposed by the estimating officers in the fixed annual allotments save in exceptional circumstances. In the case of 'Non-Contract Contingencies' the estimate should generally be framed on the basis of the average of the actuals of the past three years and the revised estimate of the current year, but care must be taken to see that all non-recurring and extraordinary items of the past years and the current year are ignored while provision for all foreseeable items not constituting 'new expenditure' and likely to be required in the budget year is included in the estimates. There is always need for utmost economy in contingent expenditure and the estimates proposed by the departmental officers are likely to be cut down

considerably by the Finance Department if the budget notes are wanting in details of the principal items or do not give full and convincing reasons in justification of the estimates proposed. Vague statements, such as 'normal growth of expenditure' or 'normal expansion of the scheme' will not be accepted. The reasons must be precise and the estimates supported by details and past actuals. (५१३१७५५)

- ✓ 38. *Provision for payment of decretal amounts or awards by arbitral tribunals, etc.*—As stated in para. 15 (10) (v) of Chapter II, expenditure on payments made in satisfaction of any judgment, decree or award of any court or arbitral tribunal is to be treated as *charged* on the Consolidated Fund of the State. Provision for such expenditure should, therefore, be made under a separate detailed head "Payments in satisfaction of decrees of courts, awards of arbitral tribunals, etc. (*Charged*)" under "Non-Contract Contingencies". As re-appropriation between charged and voted provisions is not permissible, it is necessary that the charged provision should be restricted to the absolute minimum, additional funds being arranged later, if required, through the supplementary estimates. In emergent cases advances can be obtained from the Contingency Fund to be recouped by presentation of supplementary demands at the earliest opportunity.

CHAPTER VI

ESTIMATES FOR EXPENDITURE IN ENGLAND

39. *General*—The bulk of the expenditure of the State Government outside India is incurred at present in the United Kingdom for which provision is made under a separate minor head "Charges in England" under the appropriate major heads as prescribed by the Comptroller and Auditor-General of India. Provision for expenditure in other foreign countries is made, when necessary, under other appropriate minor heads and payments are made by the Indian Missions concerned on behalf of the State Government in accordance with the procedure prescribed by the Government of India from time to time. The expenditure is initially met from the funds provided by the Government of India and necessary debit is subsequently passed on by the Accountant General, Central Revenues, to the Accountant General, Uttar Pradesh, for adjustment against the accounts of the Uttar Pradesh Government.

40. *Preparation of estimates*—The expenditure in England, debitable to or charged on the Consolidated Fund of the State of Uttar Pradesh, is incurred mainly by the High Commission of India. The estimates are prepared by the budgeting officers concerned of the State Government in accordance with the same rules and principles as are applicable to ordinary estimates of expenditure in India and are included by them in their respective departmental estimates which they submit to the Finance Department through the Accountant General or direct.

41. *Nature of expenditure*—The charges incurred in England by the High Commission of India on behalf of the State Government fall mainly under the following categories:

- (1) Leave salaries and deputation pay payable in England.
- (2) Sterling overseas pay (where admissible and drawn in England).
- (3) Purchase of stores
- (4) Other miscellaneous charges, such as contributions, * stipends, scholarships, cost of publications indented through the High Commission and the State's share of the cost of the High Commission's establishment.

The estimates for each of the above-mentioned categories of expenditure should be prepared separately and shown as such under the minor head "Charges in England" under the relevant major heads. Each of these categories constitutes a sub-head subordinate to the minor head.

42. *Estimates for leave and deputation salaries to be sent in advance*—The estimates in respect of leave and deputation salaries should be submitted by the estimating officers to the administrative departments concerned separately from and in advance of the consolidated departmental estimates. Each department of the Secretariat is required to send to the Finance Department not later than September 1 each year a statement in form B. M. 2, showing the names of the officers under its control

who are likely to be on leave or deputation during the remainder of the year current or for any period in the following year and who will draw their leave salaries, etc., in England. Separate statements should be prepared for leave and deputation salaries which are votable and those which are charged on the Consolidated Fund of the State.

43. *Verification by the Accountant General*—The administrative departments should arrange to obtain the information required by them from the controlling officers concerned and also to have the statements prepared by them verified by the Accountant General, where necessary, before they are sent to the Finance Department. These statements should reach the Accountant General not later than August 10 and should be returned by him to the administrative departments concerned not later than August 25.

44. *Further information by the administrative departments*—Any further information of which the administrative departments may become cognizant, after the submission of the statement, should be reported to the Finance Department not later than December 1.

45. *Action in the Finance Department*—On receipt of the statements referred to above, the Finance Department prepares a consolidated statement showing the amounts expected to be paid in England and forwards it to the High Commission so as to reach it not later than October 4.

46. *Action by the High Commission*—The High Commission, on the basis of these estimates and forecast and the more up to date information in its possession as regards the extension of periods of leave, etc. of officers, corrects the estimates sent to it and forwards its revised estimates of the year current and the budget estimates for the ensuing year to the Finance Department so as to reach that department by the end of November each year.

The High Commission should include in its estimates provisions also for other items of expenditure, such as stores, scholarships, pensionary charges, etc., on the basis of the information available with it. Its amended estimates, if necessary, should reach the Finance Department by December 20 and any exceptional modifications by cable up to January 3.

47. *Scholarships*—In the case of expenditure on State scholarship-holders, the administrative departments concerned should furnish to the Finance Department not later than September 1 each year with a statement in Form B. M. 3. showing in detail the anticipated expenditure on State scholars during the next year.

48. *Stores*—Provision for stores purchased through the High Commission is made under the minor head "Charges in England" against 'Stores'. In the case of articles purchased direct from the suppliers, provision is included in the Indian portion of the budget. In the case of stores purchased in England for works the cost is not booked under the sub-head "Stores" but to the appropriate heads to which all other expenditure on the works concerned is debited.

49. *Rate of conversion for purposes of estimates*—The estimates received from the High Commission are scrutinised by the Finance Department in the light of figures proposed by departmental officers and the Accountant General and with reference to such later information as may be available

For purposes of budget estimates the rate of 1s. 6d. to the rupee, which is equivalent to Rs.13.33 to the pound is adopted. Provision in sterling should be made by the High Commission in its estimates in multiples of £15 and figures of expenditure in England which are finally adopted by the Finance Department for incorporation in the State detailed estimates should be in multiples of Rs.200 so as to yield whole numbers when converted into rupees and pounds respectively.

In the case of budget estimates for the forthcoming year, it is not necessary to make any provision for gain or loss by exchange so long as the conventional exchange rate of 1s. 6d. to the rupee continues. In the case of revised estimates for the current year, the difference between this amount and the amount calculated at the average of the daily Calcutta Telegraphic Transfer Rates on London is provided in those estimates under the head 'Loss or Gain by Exchange' subordinate to the major head "71—Miscellaneous Charges" or "LII—Miscellaneous" as the case may be, except in respect of transactions pertaining to commercial departments and capital major heads which are adjusted in the accounts of the major heads concerned.

50. *Control of expenditure*—At the commencement of each financial year the appropriations under each of the sub-heads mentioned in para. 41 above are intimated to the High Commission of India, but the responsibility for controlling expenditure vests in the departmental officers in India.

NOTE—The Director of Audit, India Accounts in the United Kingdom, is responsible for seeing that any excess over the allotments for expenditure in England is covered by properly sanctioned additional funds. The explanations for variations between the individual appropriations and the actual expenditure are furnished by the Chief Accounting Officer in England.

The expenditure incurred by the High Commission on behalf of the State Government is accounted for by the Chief Accounting Officer of that authority and is transferred monthly through remittance accounts to the Accountant General, Uttar Pradesh, for incorporation under the appropriate heads of the State Accounts.

CHAPTER VII

REVISED ESTIMATES

✓ 51. General observations—As already explained in para. 15(31) of Chapter II, the revised estimate is an estimate of the probable receipts or expenditure for a financial year, framed in the course of that year, with reference to the transactions already recorded and anticipations for the remainder of the year in the light of the orders already issued or contemplated to be issued or any other relevant facts. It does not authorize any expenditure, nor does it supersede the budget estimate as the basis for regulation of the expenditure. If an excess is anticipated in the revised estimate under any particular head, it is necessary for the controlling authority to apply separately in proper time for additional funds required, unless the excess can be met by re-appropriation of savings from other heads or has already been sanctioned by the competent authority. On the other hand, if the figure taken for the revised estimate is less, it is the duty of the controlling officer to see that as far as possible the expenditure during the remaining part of the year is so restricted that the total expenditure for the year does not exceed that figure. The savings may be due to one or more of the following causes :

- (i) actual postponement of expenditure;
- (ii) real savings due to economy measures; and
- (iii) normal savings due either to over-estimating or administrative causes, e.g. casualties, etc.

Savings due to cause (i) are in no circumstances to be used for re-appropriation to meet new items of expenditure without the prior sanction of Government. Unless savings due to cause (ii) have been made deliberately to provide for a foreseen emergency, they should not ordinarily be utilized in the course of the year for new items of expenditure, as it is desirable that all such new items should be considered together at the time of the preparation of the budget for the next year. It is essential that the revised estimates should be prepared with great care, so that they may approximate as closely as possible to the actuals which will not be available for some months after the close of the financial year. These estimates, besides enabling the Government to arrive at the approximate closing balance of the current year (which will be the opening balance of the next year) are *prima facie* the best guide to the next year's estimates.

✓ 52. A revised estimate is based on:

- (i) ascertained actuals of the past months of a financial year, and
- (ii) an estimate of the probable figure for the remaining months of that year.

The figure for (i) above being definitely known, it is only that for (ii) which has to be estimated and in doing so the actuals for the same period during previous years, chiefly those of the preceding year, should be the main guide, due allowance being made for any exceptional factors or unusual characteristics which may have affected the actuals of the last

preceding year or which may affect those of the current year. If the revised figure differs appreciably from the previous year's figure, the reason or reasons for the variation should be clearly explained. Also, if any special factors have affected the figure for (i) above, this should be mentioned and it should be explained whether or not they are likely to continue throughout the year. The usual adjustments with other Governments and departments, etc. which take place during and after the close of the year should be duly taken into account when framing the revised estimates.

✓ 53. *Methods for framing the revised estimates*—The revised estimates are generally based on the actuals of the first six or seven months of the year. Assuming that at the time of the preparation of the revised estimate the actuals for the first six months of the current year are available, the estimate will generally be framed in one of the following ways:

(i) by adding to the actuals of the first six months of the current year those of the last six months of the previous year, or

(ii) by taking a proportionate figure so that the revised estimate will be twice the actuals for the first six months, or

(iii) by assuming that the revised estimate for the current year will bear the same proportion to the actuals of the first six months as the actuals in the previous year bore to those of the first six months of that year.

The Heads of Departments and other estimating officers should use their discretion and adopt one or other of the above methods or any other suitable method for each particular case in the light of the actual trend of revenue or expenditure during the previous years, due allowance being made for any abnormal features in those years and for factors which may modify the realisation of original expectations. It would always be of advantage to base the forecast on a careful study of the figures of three years immediately preceding rather than those of a single year.

✓ 54. *Preliminary statements of excesses and savings*—A statement of anticipated ~~excesses and savings in expenditure~~ in Form B. M. 4 shall be submitted by each controlling officer so as to reach Government in the Finance Department not later than 25th November every year. Only those items should be shown in the statement in which any excess or saving is anticipated. The reasons for the variations should be explained fully and clearly against each such item. If no excesses or savings are anticipated a blank statement should be submitted. It is essential that the statement is prepared with the utmost care, as inaccurate statements may at times have serious repercussions.

NOTE—Such statements of excesses and savings in Form B. M. 4, need not be submitted by disbursing authorities in the case of those heads subordinate to the major heads "19—General Administration" and "21—Administration of Justice" which are controlled by the Revenue and the Judicial Secretaries direct. The list of such heads is given in Appendix E.

55. *Revised estimates to be framed by the Finance Department*—The revised estimates to be included in the annual budget will be prepared by the Finance Department by primary units with the help of—

(a) registers of actuals of revenue and expenditure maintained by it for the purpose;

(b) rough preliminary estimates furnished by the Accountant General in the appropriate column of the Budget Form showing estimates of the various departmental budgets for the next year;

(c) the preliminary statements of anticipated excesses and savings in expenditure submitted by controlling officers (*vide* para. 54 above); and

(d) the revised estimates in respect of certain heads furnished by the administrative departments concerned (*vide* Appendix C. Section II).

56. *Revised estimates for particular receipt heads*—Revised estimates of revenue receipts should also be submitted so as to reach the Finance Department not later than 25th November every year by the following controlling officers and departments:

<i>Receipt head</i>	<i>Controlling authority</i>
(1) IX—Land Revenue.	Revenue Department of Secretariat.
(2) X—State Excise Duties.	Excise Department of Secretariat.
(3) XI—Taxes on Vehicles—Receipts under the U. P. Motor Vehicles Taxation Act and those under the Indian Motor Vehicles Act.	Transport Department of Secretariat.
(4) XII—Sales Tax	Sales Tax Commissioner.
(5) XIII—Other Taxes and Duties—Receipts under the U. P. Sugarcane (Regulation of Supply and Purchase) Act, 1953.	Industries (C) and Excise Department of Secretariat.
Taxes on sale of motor spirits	do
(6) XIV—Stamps.	Board of Revenue (Stamps Department).
(7) XXI—Miscellaneous Departments—Income from Government Bus Services.	Transport Commissioner.
(8) XXII—Education—Fees—State Examinations.	Education Department of Secretariat.
(9) XXV—Agriculture—Colonization Farm Receipts.	Director of Agriculture.
(10) XXVII—Animal Husbandry Receipts from Mechanized State Farms and the Central Dairy Farm, Aligarh.	Director of Animal Husbandry.
(11) XXIX—Industries—Receipts from Commercial Operations—Receipts from sale of cement.	Director of Industries. Director, Government Cement Factory, Churk.
(12) XXXIV and XXXV—Irrigation	Irrigation Department of Secretariat.
(13) LI—Forest.	Chief Conservator of Forests.

No particular form is prescribed, but the forwarding memorandum should explain fully and clearly how the revised figures have been arrived at.

The revised estimates in respect of those receipt heads which are mentioned in Appendix C, Section II, should be furnished to the Finance Department by the estimating authorities concerned by the dates prescribed therein.

The administrative departments of Government and controlling officers mentioned in the above paragraph may obtain such information from subordinate authorities as they may consider necessary.

57. *Corrections to the revised estimates to be intimated by 7th January*—Any appreciable variations discovered in the revised figures of expenditure and receipts subsequent to their communication to the Finance Department should be intimated to that Department as early in January as possible each year and in any case not later than January 7.

CHAPTER VIII

NEW EXPENDITURE

58. Under the rules and instructions issued by the Governor under Article 166 (2) and (3) of the Constitution, the Finance Department is required to examine and advise on all schemes of new expenditure for which it is proposed to make provision in the Budget and is empowered to decline to make provision for any scheme which has not been so examined.

59. There is no authoritative definition of the term "new service" occurring in the Constitution [cf. Article 205 (1) (a)].¹ In consultation with the State Public Accounts Committee, however, a working arrangement has been arrived at, under which the term "new service", though undefined, has been taken as synonymous with the term "new expenditure". It is also not possible to define rigidly the term "new expenditure" and in actual practice based on convention it bears a wide interpretation. Broadly speaking, expenditure involved on a new scheme, in the adoption of a new policy, provision of a new facility, or any substantial alteration in character or extent of an existing facility, will normally be treated as constituting "new expenditure". In some cases, increase in expenditure, other than increase due to normal growth or rise in the price of commodities, on the extension or development of an existing scheme or facility, is also, where it is appreciable, treated as "new expenditure".

For the purpose of general guidance, some examples of "new expenditure" are given below.

(i) Increases, etc., in staff—

(a) creation of permanent posts, whether as additions to the existing cadres or otherwise, unless such posts form part of schemes falling under items (iv) and (v) below,

(b) creation of temporary posts constituting new categories or classes not previously sanctioned for any existing office or establishment, and

(c) revival of posts which were retrenched with the cognizance of the Legislature.

(ii) Conversion of temporary posts into permanent ones

(iii) Revision of existing scales or rates of pay involving additional recurring liability.

(iv) Starting of new schemes or undertakings.

(v) Starting of additional schemes or undertakings similar to those already existing if the initial total cost involved exceeds Rs.5,000 recurring or Rs.20,000 non-recurring.

(vi) Replacement of an existing permanent service by another, if it involves additional recurring liability or a new principle.

(vii) Grant of additional or new scholarships, stipends, etc., involving additional liability.

(viii) Grants-in-aid to new institutions or in excess of the approved scales.

(ix) Any permanent increase in the allotment for contract contingencies.

(x) Remission of loans not covered by existing rules and orders regulating such remissions.

(xi) Loans to local bodies, institutions and private bodies, etc., except where such loans are covered by the existing rules or standing orders.

(xii) All major works and also those minor works the cost of which cannot be met from the existing reserves for such works.

(xiii) Purchase of tools and plant, except where the cost is met from the provision for a sanctioned project or from a duly constituted Depreciation Reserve Fund.

(xiv) Purchase of equipment and furniture where the cost exceeds Rs. 5,000 in any one case.

(xv) Transfer of Government assets of a Government undertaking proposed to be converted into a State owned private limited company to such company.

✓ 60. To enable a proper and detailed examination being carried by Government, all proposals or schemes for 'new expenditure' should be submitted by the Heads of Departments or estimating officers concerned to the administrative departments concerned of the Secretariat, through the usual channels, as soon as they are ready and should not be held up for being submitted towards the last date which is October 15. The administrative departments will examine them thoroughly, both from the administrative and financial aspects, and recommend to the Finance Department only such of them as are not only administratively sound but also are really essential and urgent. The proposals should reach the Finance Department in sufficient time and, in no case, later than November 30, complete in all respects, to enable it to carry out proper examination and obtain such further information as may be considered necessary by it. The proposals or schemes which the administrative departments may have themselves to formulate must also be referred to the Finance Department very early. November 30 is the last date after which the Finance Department will be at liberty to decline to accept any proposals, whatever may be the reason for delay.

✓ 61. Every proposal or scheme involving new expenditure must be explained as fully and concisely as possible and its financial implications, both immediate and ultimate, as also the physical target clearly brought out. It should also be explained and shown distinctly whether the proposal forms a part of the development programme included in the Five-Year Plan, and if so yearly allocation and ceiling fixed under the Plan should be specified. The estimates of cost should show the recurring and the non-recurring expenditure separately by the major and minor heads, sub-heads, primary units and detailed heads of account. In the case of recurring expenditure and of non-recurring expenditure proposed to be spread over a series of years, the estimates for each year should be given. If any assistance in the shape of loans, grants, contributions or donations or any other receipts or recoveries are expected, details thereof for each year should be given and the heads of account to which they will be creditable or taken in reduction of expenditure indicated.

62. In framing the estimates of cost, the date from which a new scheme is likely to be introduced and whether it will be introduced in full from the beginning or by stages must be carefully considered. Account should be taken of any administrative or other difficulties likely to be encountered and the time likely to be taken in the various sanctioning processes. In

brief, only so much should be provided in the estimates as will actually be spent in a particular year. In the case of schemes to be taken up by stages or under a phased programme, the different stages and the expenditure expected to be incurred and the income anticipated, if any, at each stage should be indicated.

63. Schemes relating to engineering projects or works must be accompanied by preliminary plans and approximate estimates. In the case of buildings, the number and dimensions of the various types of rooms proposed to be constructed and the basis for providing accommodation should be clearly explained. The Finance Department may decline to make provision in the budget for any project or work for which the administrative approval of the competent authority has not been obtained. The total estimated cost of the project, the time likely to be required for its completion and the expenditure to be incurred each year should be stated in every case after consulting the agency to whom the execution of the project is to be entrusted. It has to be borne in mind that even after provision has been made in the budget on the basis of preliminary plans and approximate estimates, time is required for preparing detailed plans and estimates and according necessary sanctions, inviting tenders and settling contracts. In many cases land has to be acquired under the Land Acquisition Act which takes time. Sometimes seasonal conditions and scarcity of labour or of building materials in the market also delay the start or the progress of a work. All relevant factors should be carefully taken into account. If as a result of the construction of new buildings any of the existing buildings are likely to be rendered surplus, it should be indicated how they are proposed to be utilized.

64. In the case of proposals relating to conversion of temporary posts into permanent ones, the date from which each post has been in continuous existence should be specified and it should also be stated whether provision to meet its cost during the budget year has already been or will be included in the estimates for that year.

65. Proposals for starting of new undertakings, or of additional undertakings similar to those already existing, should give full financial and other details as well as the justification. In the case of the latter, the pattern and the average cost of existing undertakings should be mentioned for comparison.

66. Proposals relating to sanction of loans or grants-in-aid to local bodies and other non-Government institutions, corporations, private parties and individuals, etc., should not be submitted to Government until the admissibility of the loan or the grant-in-aid applied for in each case has been fully examined with reference to any existing rules or orders or approved schemes. If the loan or the grant-in-aid applied for is for a new scheme or for expansion of an existing scheme, it is necessary to satisfy that full details have been worked out and have received the approval of the competent authority. Proper assessment of the latest financial position of the party concerned is absolutely necessary to determine whether (i) Government aid is really called for; (ii) the balance of the expenditure, if any, can be met by the party concerned from its own resources; and (iii) there is likely to be any difficulty in effecting recovery of the loan proposed to be granted and the interest thereon. The terms and conditions to be attached to the proposed loan or grant-in-aid should be clearly mentioned.

67. Proposals for a permanent increase in the allotment under "Contract Contingencies" should be supported by details of the various recurring items and the expenditure actually incurred annually on each during the past three years.

68. In all cases in which purchase of articles from outside India is involved, the name of the foreign country and the currency in which payment will be made should be stated, it being also indicated whether or not supplies have been assured when required in the event of firm orders being placed.

69. In the case of a proposal which does not involve new expenditure in excess of Rs.1,000 if recurring or Rs.5,000 if non-recurring, no explanatory note need be prepared for the Finance Department. After the Finance Department has examined the proposal and raised no objection to it, the administrative department will prepare a schedule of new expenditure in Form B. M. 5 and send it to the Finance Department for being taken over. In all other cases draft explanatory notes should be prepared in such form or manner as may be prescribed by the Finance Department. A statement in Form B. M. 5 should also be appended to each such note.

No reference should ordinarily be made in the explanatory notes to official correspondence. Each note should be signed by an officer of the department concerned not below the rank of Deputy Secretary.

70. In order to enable the Finance Department to check up the schedule of new expenditure and to avoid inadvertent omissions, the administrative departments will each maintain a list of the items which have been examined and passed by the Finance Department, a separate list being maintained, with the various items arranged in order of priority, for each Demand for Grant/Charged Appropriation. A copy of each of these lists must be furnished to the Finance Department within a week after the last date prescribed for accepting items of new expenditure (see para. 60) has expired.

71. The instructions contained in the preceding paragraphs should be borne in mind also while dealing with proposals for new expenditure arising in the course of the current year for which provision is required to be made through supplementary estimates.

72. It must be carefully understood that the acceptance by the Finance Department of a proposal, item, or scheme of new expenditure does not constitute any authority for the incurring of any liability in connection therewith until necessary provision has been included in the Appropriation Act and the competent authority has sanctioned the incurring of the expenditure in each case.

CHAPTER IX

PREPARATION OF THE ESTIMATES AND BUDGET BY THE FINANCE DEPARTMENT

Finance Department's responsibility for preparing the Budget

73. Under the rules made by the Governor under Article 166 (2) and (3) of the Constitution and the instructions issued thereunder, the Finance Department has been charged with the responsibility to prepare a statement of estimated revenue and expenditure, to be laid before the Legislature in each year. Although the material is supplied by the Heads of Departments and other estimating officers, the actual preparation of the budget and the estimates thus falls upon the Finance Department and it is solely the business and responsibility of that department to settle the estimates of receipts and disbursements.

Scrutiny of the departmental estimates,

74. On receipt of the departmental estimates (*vide* Chapter III), the Finance Department will scrutinize the estimates, item by item, with due regard to (a) the explanations furnished by the estimating officers, (b) the comments of the Accountant General and (c) the recommendations, if any, of the administrative departments concerned on the estimates submitted through them (*vide* para. 19 of Chapter III).

75. In respect of the estimates of receipts the Finance Department will take into account any special information affecting the estimates for the forthcoming year which it may possess and which has not already been taken into account by the estimating officer, the Accountant General, or the administrative department.

76. In respect of the estimates of disbursements the Finance Department will direct the closest scrutiny to the items relating to fluctuating and non-recurring charges. It is only in rare instances that it should be necessary for the Finance Department to make any modification in the estimates of recurring charges proper; it will nevertheless particularly examine the estimates under such units as "Pay of officers" and "Pay of establishment", and, if necessary, modify them in respect of adjustments necessary on account of probable savings and leave salaries paid in India, or on the basis of actuals of previous years. The Finance Department will scrutinize the estimates of fluctuating charges, item by item, and will excise any increases which are not adequately or satisfactorily explained. It will further scrutinize items in respect of which no increase is proposed, with the object of effecting any legitimate reduction which can be made. It will similarly scrutinize the estimates of non-recurring charges, excising any amounts which are not covered by sanction and eliminating or reducing the estimates for the forthcoming year where there is no reasonable certainty that the amount estimated will be spent. It will also scrutinize and make such corrections as are necessary in the classification of receipts and disbursements (i) under the various major heads, minor heads and primary units of appropriation and (ii) under—

- (a) votable and charged,
- (b) revenue and capital,
- (c) Plan and non-Plan.

77. ¶ In the course of the examination of the estimates the Finance Department may find that in respect of particular items further explanations or clarifications, etc., are necessary before the estimates can be settled. The necessity of such further information being supplied to it with the least possible delay needs no emphasis. (The Finance Department will normally address their enquiries to the administrative departments concerned of the Secretariat and the latter will furnish the required information after consulting their Heads of Departments, etc., where necessary. In cases where it is clear that the details will have to be obtained from the Heads of Departments and other estimating officers, the Finance Department may address their enquiries direct to the officers concerned and send a copy to the administrative departments concerned. Final action will, however, ordinarily be taken by the Finance Department only on the basis of the report received from the administrative department which should be full and clear. The required information must be furnished to the Finance Department within the time allotted for the purpose, failing which the Finance Department will finalize the estimates at its own discretion and the responsibility for any incorrectness of the estimates will ultimately devolve on the officers of the administrative departments concerned.)

Enquiries by Finance Department to be attended to promptly.

78. (As a result of its scrutiny of each departmental estimate the Finance Department will adopt figures for each item included in the estimate and will cause the estimate as so adopted to be compiled in the form it appears in the Detailed Estimates.) The Finance Department may, if it considers necessary, send either before or after its scrutiny, any departmental estimate to the Secretary of the administrative department concerned either for information or to enable him to clear up any doubtful point. It must, however, be clearly understood that this is not obligatory and it is for the Secretary concerned to go through each departmental estimate received from the estimating officer before it is sent to the Finance Department.

Compilation of Detailed Estimates by Finance Department.

79. (When all the departmental estimates have been settled and detailed estimates are complete in all respects, the Finance Department will re-examine the estimates as a whole and will make such changes as may be found to be necessary due, for example, to overall unsatisfactory financial position or modification of the contemplated loan programme or any other financial factor affecting the estimates.) A preliminary note by the Finance Secretary, based on the figures in the consolidated estimates, together with the schedule of new expenditure and the connected explanatory notes, shall then be placed by the Finance Department before the Council of Ministers ordinarily in the second week of January. The Council may then consider questions of policy arising from the budget, such as fresh taxation, floatation of loans in the market and select, with reference to the funds available, the new items which are to be included in the budget. The amounts for items thus selected shall be added under the appropriate demands for grants in the detailed estimates to be presented to the Legislature. (Other decisions taken by the Government affecting those estimates will also be incorporated therein. The Budget is then ripe for presentation to the Legislature.)

Further scrutiny and submission of the estimates to the Council of Ministers.

80. ¶ The Finance Department may, at any stage before the budget is presented to the Legislature, make such modifications in the estimates as may be necessitated by the emergence or the discovery of factors disturbing the estimates so far framed. Such action is incumbent on the Finance Department in the fulfilment of its responsibility to present the estimates as correctly as possible.

Last stage modifications.

CHAPTER X

PRESENTATION OF THE BUDGET TO AND ITS DISPOSAL BY THE LEGISLATURE

Details of
the Budget
Literature.

81. The Budget Literature, which is supplied to the Legislature, at present consists of five Volumes, namely—

Volume I—The Finance Minister's budget speech.

Volume II—The Finance Secretary's Memorandum on the Budget, containing a brief review of the State's finances as revealed by the actuals of the previous year and the revised estimates for the current year and a brief review of the estimated receipts and detailed explanations for the variations in the estimates of expenditure for the budget year preceded by undermentioned statements :

- (1) Receipts and expenditure of the Consolidated Fund, the Contingency Fund and the Public Account (for definitions see Chapter II),
- (2) Statement of revenue,
- (3) Statement of revenue expenditure,
- (4) Statement of receipts and repayment of loans,
- (5) Statement of recoveries and payment of advances, and
- (6) Statement of receipts and disbursements under Public Account.

The Memorandum also contains annexures showing the total indebtedness of the State, the guarantees involving contingent liability on the Consolidated Fund of the State given by the State Government, the outstanding balances of loans and advances granted by the State Government, the earmarked balances in the various Reserve Funds (including Depreciation Reserve Fund), Sinking Funds and Deposit Accounts, as also the summarized financial statements of State tube-wells, all productive and unproductive canals and selected commercial undertakings of Government.

It also brings to the notice of the Legislature proposals, if any, for transfer or gift of Government property of a value exceeding Rs.1 lakh to outside parties, institutions, etc. (The term 'transfer' does not include 'sale', if the sale is not at a concessional rate. The limit Rs.1 lakh is to be reckoned with reference to the aggregate cost of various assets being transferred in one transaction. The original book value of the assets should be taken into consideration).

Volume III—This gives a list of the new items of expenditure included in the estimates of the budget year with connected explanatory notes where necessary (see Chapter VIII).

Volume IV—This is a consolidated Volume of estimates in respect of expenditure and receipts (both Plan and non-Plan prepared by the Finance Department after consideration of individual departmental estimates and inclusion of amounts in respect of new items of expenditure as well as those for "Charges in England". It is divided into two parts. Part I contains the detailed estimates of expenditure met from the Consolidated Fund and Part II gives detailed estimates for each head of revenue and receipts.

Volume V—This contains detailed estimates of expenditure on Plan Schemes.

Procedure
for presenta-
tion to
and disposal
of the Bud-
get by the
Legislature.

82. The procedure for the presentation of the Budget to the Legislature and for its disposal is regulated by the Rules of Procedure and Conduct of Business of the Legislative Assembly and the Legislative Council. The relevant rules as in force at present are reproduced in Appendix A.

83. According to the Rules referred to above, the budget has to go through the following stages :

- (1) presentation to the Legislature,
- (2) general discussion,
- (3) voting of the Demands for Grants in the Legislative Assembly,
- (4) introduction, consideration and passing of the Appropriation Bill in the Legislative Assembly and its consideration thereafter by the Legislative Council, and
- (5) obtaining the assent of the Governor to the Appropriation Bill.

84. The Budget is presented to the Legislature ordinarily in the second half of February or early in March. In presenting the budget the Finance Minister makes a speech in the Legislative Assembly explaining the salient features of the budget and Government policies. In the Legislative Council the budget is presented with the same speech read either by the Finance Minister himself or by some other Minister or member of Government.

85. On days to be appointed by the Speaker/Chairman, but not earlier than two days in the case of the Legislative Assembly and three days in the case of the Legislative Council of the presentation of the budget, begins the general discussion in both the Houses of Legislature on the budget as a whole or on any question of principle or policy involved therein. The number of days for such discussion in the Legislative Assembly allotted by the Speaker is ordinarily five days ; while in the Legislative Council the number of days is allotted by the Chairman in consultation with the Leader of the House. No motion is to be moved, nor are the details of the budget to be discussed, at this stage further than is necessary to explain the general principles and policies of the budget. The Finance Minister has a general right of reply at the end of the discussion in both the Houses.

86. After the general discussion is over, the voting of the demands for grants is taken up in the Legislative Assembly in accordance with the programme approved by the Speaker. The Legislative Council is not required to vote on the demands for grants. A Demand for Grant is a proposal made, on the recommendation of the Governor, for the appropriation of funds for expenditure to be met from the Consolidated Fund of the State, other than that charged. The amounts required for charged expenditure are shown separately (generally in italics) and are not subject to vote but can nevertheless be discussed. There is usually one Demand for Grant in respect of each department, but the Finance Minister may include in any one Demand grants proposed for two or more departments or make a demand for grant in respect of expenditure which cannot readily be classified under particular departments. Each demand for grant contains first a statement of the total amount required, followed with details arranged by major head(s), minor heads and primary units, etc. The demand is moved by the Minister in charge of the subject or department or some one deputizing for him. The Legislative Assembly has power to assent, or to refuse to assent, to any demand, or to assent to any demand subject to reduction of the amount specified therein. Motions can be moved to reduce or omit any grant but not to increase or alter the destination of a grant. Notice of such motions is to be given not less

than two days before the day appointed for the discussion of the Demand for the Grant concerned, unless otherwise directed by the Speaker. Every such motion must be accompanied by a brief note explaining in precise terms the purpose of the intended motion.

Appropriation Bill.-

87. After the voting of all the Demands for Grants has been completed, an Appropriation Bill is introduced to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet (a) the grants made by the Assembly and (b) the expenditure charged on the Consolidated Fund but not exceeding in any case the amount shown in the statement previously laid before the Legislative Assembly and the Legislative Council. The Bill has to go before both the Houses, but being a money Bill it originates in the Legislative Assembly. Article 201(2) of the Constitution prohibits the moving of any amendment to an Appropriation Bill which has the effect of varying the amount or altering the destination of any grant made by the Assembly or of varying the amount of any expenditure charged on the Consolidated Fund. After the Appropriation Bill has been considered and passed by the Legislative Assembly, it is transmitted to the Legislative Council for its recommendations. The Legislative Council is empowered to make recommendations and required to return the Bill, within fourteen days of its receipt, to the Legislative Assembly with or without any recommendations. The Legislative Assembly may either accept or reject any of the recommendations of the Legislative Council. If it accepts any of the recommendations, the Appropriation Bill is deemed to have been passed by both the Houses with the amendments recommended by the Legislative Council and accepted by the Assembly. If, on the other hand, it does not accept any of the recommendations of the Legislative Council, the Bill is deemed to have been passed by both the Houses in the form in which it was passed by the Assembly without any of the amendments recommended by the Legislative Council. The Governor's assent to the Bill is thereafter obtained; and when that has been given, the amounts shown in the Act assented to by the Governor and the Schedule thereto become the sanctioned grants for expenditure under the various Demands.

CHAPTER XI

SUBSEQUENT ACTION IN RESPECT OF THE BUDGET : COMMUNICATION AND DISTRIBUTION OF GRANTS

88. As soon as the demands for grants included in the annual financial statement have been voted by the Legislative Assembly and the payment from and the appropriation out of the Consolidated Fund of the State of the sums voted by the Assembly and the sums charged on that Fund have also been authorized by means of an Appropriation Act, the Finance Department will intimate the same to all the administrative departments of the Secretariat indicating at the same time whether the demands have been voted *in toto*, or whether any amounts have been omitted or reduced by the Assembly, either through substantive or token cuts and the purpose or object underlying each such cut. The administrative departments will be responsible for taking necessary action immediately for communication of budget allotments to the various Heads of Departments and other controlling officers under them. The allotments placed at the disposal of each such officer for expenditure, whether voted or charged, will be intimated by the administrative departments to the Accountant General also. The controlling officers or the Heads of Departments, as the case may be, and the administrative departments concerned of the Secretariat shall be responsible to ensure that the expenditure is kept strictly within the authorised appropriation: and where cuts have been made by the Assembly in the demands, to ensure that the purpose or object underlying the cuts is duly fulfilled. They should carefully remember that it is not permissible to increase or provide for expenditure on any item the provision for which has been specifically reduced or disapproved by the Assembly through a substantive or a token cut.

Communica-
tion of
grants.

The administrative departments will also ensure that the new items of expenditure for which provision has been included in the budget as passed by the Legislature are sanctioned by them as soon as possible. The orders will be issued with the concurrence of the Finance Department, except where the Finance Department may have delegated the necessary financial powers to the administrative departments. A copy of each such order should be sent to the Accountant General and the Finance Department.

89. The Finance Department will supply copies of the Budget Literature to the Accountant General and while doing so will communicate to him cases in which, on a demand being presented to it, the Assembly has declined to provide funds for expenditure on a particular purpose. The Finance Department will also bring to the notice of the Accountant General any resolution or other motion which has been passed by the Assembly expressing direct disapproval of expenditure on a specified purpose.

Matters to
be brought
to the notice
of the
Accountant
General.

90. The Finance Department will communicate to the High Commission of India and the Director of Audit, Indian Accounts in the United Kingdom, the grants finally approved for expenditure in England under the different major and minor heads of account with which the High Commission are concerned.

Distribution
of grants by
conrolling
officers.

91. The Heads of Departments and other controlling officers may distribute either the whole or a portion of the grants placed at their disposal among the disbursing officers concerned who are subordinate to them in such manner as they may deem fit. In the case of supplies relating to the estimates which are consolidated by certain departments of the Secretariat (e.g. by Judicial Department in respect of certain heads under "21—Administration of Justice" and by Revenue Department in respect of certain heads under "19—General Administration—Commissioners and District Administration") the necessary distribution of the grants amongst the various officers concerned will be made by those departments.

In distributing allotments care must be taken to intimate the allotments with complete accounts classification of each sum allotted, i.e. the major and minor heads, the primary units of appropriation, the secondary units and the detailed heads (if any).

NOTE (1)—The appropriations under the primary units 'Pay of Officers' and 'Pay of Establishment' need not be distributed where the officers and establishment are borne on cadres on a State basis and the provision for their pay exists under the same minor head. But where the cadres are not organized on a State basis or provision exists under different heads, or where the posts are isolated ones or are sanctioned in connexion with temporary or special schemes, the appropriations under these units have necessarily to be distributed among various officers.

NOTE (2)—No distribution should generally be made of the appropriations under the heads 'Grants-in-aid' and 'Scholarships' where expenditure is watched by the controlling officer of the total grants against the State allotments, but there is no bar to a controlling officer distributing the appropriations under these heads too among the various disbursing officers if he considers it necessary to do so in the interest of exercising efficient control over expenditure.

NOTE (3)—In respect of such items of expenditure as dietary charges in jails, annual contributions, grants to Universities, purchase of arms and ammunitions for the Police Force, purchase of uniforms, expenditure on special repairs and petty works, etc., which do not occur every month, the controlling officer has full discretion to decide whether he will distribute the grant or retain the full appropriation under his own control, requiring disbursing officers who wish to spend money against it to apply to him for special allotment as and when the need arises.

Early action
for communication
of sanctions.

92. It is necessary that the communication of sanctions and distribution of grants is effected with the least possible delay. Every effort should be made to complete this work before the end of April. For this purpose the Administrative Departments should prepare necessary draft G. Os., etc. immediately after the connected Demands for Grants have been voted by the Legislative Assembly without waiting for the final passing of the Appropriation Act and the formal intimation of the budget allotments by the Finance Department. The drafts should be referred to the Finance Department for concurrence, where this is necessary, and kept ready with fair copies for issue early in April.

Items provisionally
approved by
Finance
Department.

93. Sometimes proposals for certain new schemes or items of new expenditure are referred to the Finance Department so late in the year that it is not possible for that Department to examine them completely in detail. At the same time, such new schemes or items may be considered to be so urgent and essential that the inclusion of necessary provision for them in the Budget cannot be postponed. Pending the examination of all relevant details, provision for these items may be allowed to be included in the Budget as a special case. Such provisions are in a sense lump provisions although they are not to be treated as such and all such items must necessarily be examined thoroughly both in the Administrative Departments and in the Finance Department before expenditure sanction can be accorded. In fact such further examination should be started and completed well in time after the presentation of the budget

so as to enable the Administrative Departments to issue the necessary orders as early as possible after the passing of the budget. The Administrative Departments should maintain a list of all such items and see that there is no delay in the issue of orders on this account.

94. It has already been stated in para. 31 of Chapter V that the working out of details for utilization of lump provisions should be started immediately after the amounts have been finally included in the budget. After the details have been finally settled in consultation with the Finance Department, approval of the Minister concerned should be obtained in the Administrative Department. The approval of the Finance Minister will then be obtained by the Finance Department. Thereafter the Administrative Department will obtain the orders of the Chief Minister. Only then the expenditure can be authorised by issue of necessary sanctioning orders copies of which should be supplied to the Accountant General under the signatures of the Finance Department. The Administrative Departments should submit a report to the Council of Ministers, in due course, stating how the lump provisions were utilized. This procedure will, however, not be necessary in respect of lump provisions when the expenditure is regulated by standing sanctions, instructions or rules.

95. In the case of permanently sanctioned expenditure, e.g. pay and allowances of permanently sanctioned posts and contract contingencies, no fresh sanction is necessary and the sanction once given remains valid unless the funds necessary to make the sanction operative have been specifically refused either by the Legislature or by Government. It is, therefore, the duty of the Administrative Departments of the Secretariat to inform the disbursing officers concerned, through the Heads of Departments, as soon as possible after refusal of funds by the Legislature or as soon as a decision has been taken by Government, as the case may be, of all cases in respect of which sanction to a particular expenditure has been terminated. In the case of the expenditure sanctioned for a specified term, the sanction becomes inoperative after that term has expired. The disbursing officers should, therefore, move Government through proper channel in good time for extension of the term when this is considered necessary. The disbursing officers should be informed of all cases in respect of which the sanction is not to be renewed. It is necessary that all such orders should be communicated well in time, because in the absence of a definite order to the contrary they may continue to incur, in anticipation of sanction of the competent authority applied for, expenditure which will constitute a financial irregularity.

Lump provisions.

Yearly sanctions not necessary in case of permanently sanctioned expenditure

CHAPTER XII

WATCHING THE PROGRESS OF REVENUE AND RECEIPTS

Government dues to be assessed and realized regularly and promptly. 96. Subject to any special arrangement that may be authorised by Government with respect to any particular class of receipts, it is the duty of the departmental Controlling Officers to see that all sums due to Government are *regularly* and *promptly* assessed, realized and duly credited into the Government account. The Controlling Officers should accordingly arrange to obtain from their subordinates monthly accounts and returns in suitable form claiming credit for so much paid into the treasury or otherwise accounted for and compare these with the statements of treasury credits furnished by the Accountant General, to see that the amounts reported as collected have been duly credited to Government account. Appendix E shows the names of the Controlling Officers. If wrong credits come to the notice of the Controlling Officers, they should at once inform the Accountant General with a view to correction of the accounts. If any credits are claimed but not found in the accounts, enquiry should be made first of the responsible departmental officer concerned. Where departmental registers are not maintained under the departmental rules, the heads of offices must make their own arrangement within the office to ensure the correct and complete report of receipts.

General instructions.

97. The following instructions should be borne in mind:

(i) It is essential that the departmental controlling officer's account should not be compiled from returns prepared by the treasury. But the treasury officer is in some cases required to verify returns for submission to departmental controlling officers.

(ii) The amounts collected should at once be deposited into the treasury and in order to minimize chances of discrepancies between the treasury figures and the departmental figures the challans with which money is remitted to or deposited into the treasury should bear full and correct classification of account.

(iii) *The collections should on no account be utilized for meeting any expenditure, except where utilization of departmental receipts for departmental expenditure has been specifically permitted by Government.*

(iv) Mistakes in classification should be reported by means of footnotes in the next return and action taken where necessary for correction of accounts in accordance with the prescribed procedure.

Irrecoverable dues.

NOTE—The relevant rules in Chapter IV of Financial Handbook, Volume V, Part I, and Appendix IV to that Handbook should be consulted.

98. No amount due to Government should be left outstanding without sufficient reason and without bringing the matter to the notice of the competent authority within a reasonable time. Where any dues appear to be irrecoverable, a full report must be submitted to the competent authority and orders sought. If it is found that any dues have become irrecoverable due to failure on the part of any Government servant to take timely action without sufficient reason, the official at fault

may, after following the prescribed procedure, be called upon to make good the loss in such manner as the competent authority may deem fit.

99. Unless specially authorised by any rule or order made by competent authority, no sums may be credited as revenue by debit to a suspense head : the credit must follow and not precede actual realization.

100. The responsibility for keeping a proper watch on revenue receipts primarily rests with the Controlling Officers. The Accountant General, however, also keeps a watch and immediately reports to the Finance Department any large increase or falling off in those receipts. Any large differences that are likely to arise in actuals as compared with the estimates should also be reported by him as soon as reason arises for expecting them. He is required to submit to the Finance Department the preliminary actuals of receipts and outgoings of each month by the 15th of the following month in Form B. M. 6.

101. To ensure that all periodical adjustments between the various departments of the Government are properly and promptly made, the Accountant General should maintain a record showing (1) all periodical adjustments that are usually required to be made, (2) the month's accounts in which the adjustments should be made, and (3) the actual date of adjustment, and should take steps to ensure that as far as possible all adjustments are made before the close of the final accounts of the year.

102. The Controlling Officers must see that claims in respect of dues from other Governments and local bodies, etc., are made and recoveries effected as early as possible.

CHAPTER XIII

WATCHING OF ACTUALS AND CONTROL OVER EXPENDITURE

General responsibility of the Finance Department and the Accountant General. 103. Under the rules made by the Governor under Article 166 (2) and (3) of the Constitution, the Finance Department is responsible for watching the Government's balances and their ways and means operations. To enable that department to discharge that responsibility, the Accountant General is required to furnish to it the preliminary figures of receipts and outgoings of each month by the 15th of the following month in Form B. M. 6 and also a monthly account of the State Government's transactions as soon as the accounts of a month are closed. The Accountant General warns the Finance Department immediately of the appearance of any appreciable excess in the proportionate outlay under any Grant (or under any sub-head or primary unit of appropriation if so required by the Finance Department). He also reports any large differences that are likely in the actuals as compared with the estimates as soon as reason arises for expecting them.

Book adjustments and maintenance of liability register. 104. It is necessary that all book adjustments are properly and promptly carried out. In regard to the adjustments which are to be made periodically or annually, the Accountant General maintains a record showing (i) all such adjustments, (ii) the month in the accounts of which they are to be made, and (iii) the actual dates of adjustments; and sees that all such adjustments are so made. He also makes other adjustments in respect of debits which are received by him supported by the acceptance on invoices or which he has already been asked by the Departmental Officers concerned to accept without any further reference to them. Other adjustments should however be carried out by him only on receipt of intimation of acceptance of debits by the controlling or disbursing officers concerned. He should send timely intimation of the receipt of advices of such debits to the officers concerned. It must be clearly understood that it is not open to a controlling or a disbursing officer to incur expenditure or authorize payments in excess of the amounts provided in the Appropriation Acts. If inevitable payments for which no appropriation exists have to be made, Government in the administrative department concerned should be moved beforehand to provide for funds for these if necessary, by sanctioning an advance from the Contingency Fund. In cases where supplies, etc., are obtained through supplying departments or departments performing agency functions, the High Commission in England or Supply Missions in other countries abroad, the indenting authority must ensure, before placing an order upon the former for incurring liability, that provision of funds has been or will be made in proper time. Once the orders have been placed, it will not be in order to decline to accept debits or to delay their acceptance on the ground that they would cause an excess over the sanctioned grants or appropriations. In such cases if the debits result in any excess expenditure under a grant the excess will have to be regularised in due course by moving Excess Grants before the Legislature and the authority at fault will then have to explain why the expenditure could not be foreseen and appropriate steps taken for arrangement of funds in proper time.

A separate Liability Register in statement Form B M. 7 should be maintained by the disbursing officers in order to keep a proper watch over such liabilities and their timely clearance. Information in that statement should be furnished to the Controlling Officers regularly every month. The Accountant General will send intimation of adjustments as soon as they are made to the Departmental Officers concerned, instead of doing so after the closing of a month's accounts. In the case of purchase of stores, it should be arranged with the paying authorities in India and abroad that they send automatically, in every case, an intimation to the indenting officer as soon as a payment is made on his behalf, independently of any action with the Accounts Officer for adjustment of the transactions.

105. The authority administering a grant is responsible for watching the progress of expenditure under its control and for keeping it within the sanctioned grant or appropriation. In order that the control of departments, over the expenditure may be effective and real and the controlling officers may be in a position from month to month to estimate the likelihood of savings and excesses over grants and appropriations, the procedure mentioned and the instructions contained in the preceding and the following paragraphs of this Chapter should be carefully observed by all departments and controlling and disbursing officers, except where the Finance Department may have agreed in writing to some other procedure. The heads of departments will be responsible for controlling expenditure from the grant or grants or charged appropriations placed at their disposal and will exercise control through the controlling officers, if any, and the disbursing officers subordinate to them. Such control must be exercised with reference to the grants or charged appropriations as they stand from time to time. While keeping himself posted with the progress of expenditure under different units of appropriation, a controlling officer should also keep a clear record of all commitments made and liabilities incurred, including those of the previous years. Similar record should also be kept in respect of works taken up on behalf of the Central Government, other State Governments and local or other bodies, etc. He should keep himself informed of any special circumstance which is likely to affect the progress of expenditure during the remaining part of the year and should take action in proper time for obtaining additional funds where necessary.

106. As soon as the grants have been communicated by the administrative departments to the heads of departments, etc., the first duty of these officers is to compare carefully the amounts actually provided for expenditure in these grants with the amounts which had been proposed in the departmental estimates. A note must be taken at once of all reductions made under various units of appropriation and ways and means devised, right at the beginning of the year, to ensure that the expenditure is restricted to the amounts actually provided. Reductions are mostly made to enforce economy in expenditure. It would be improper on the part of the administrative departments and their subordinate officers to start incurring expenditure without first carefully re-examining the position with reference to the amounts actually provided.

107. For every grant there is usually one controlling officer, but in respect of certain grants there may be more than one (see Appendix E). The duties and responsibilities of a controlling officer briefly are :

(i) to ensure that the grant placed at his disposal is expended only on the objects for which it has been provided, keeping in view the standards of financial propriety [see para. 12(iii) of Chapter 1];

Responsibility of Administrative Departments and Heads of Departments, etc.

Re-examination of expenditure programme with reference to the sanctioned grants.

Responsibilities of Controlling Officers.

(ii) to keep the expenditure within the sanctioned grant ;

(iii) to keep the expenditure under a particular unit of appropriation as far as possible within the sum allotted under that unit, and, where this is not possible, to meet the excess by effecting savings in the sums allotted to him under other units and sanctioning re-appropriations which may be within his competence to sanction in accordance with the rules contained in Chapter XIV ;

(iv) to move the competent authority, in proper time, to provide additional funds, either by re-appropriation or through supplementary estimates, whenever an excess over the total grant placed at his disposal is expected by him as unavoidable or when he desires to incur some new expenditure ;

(v) to surrender appropriations or portions thereof which are not likely to be required during the year as soon as lapses or savings are foreseen ;

(vi) to ensure the observance by himself and his subordinates of all financial rules and regulations. ✓

Responsibilities of
disbursing
officers.

108. The responsibilities mentioned above of a controlling officer attach equally to a disbursing officer. In addition, a disbursing officer must ensure that the conditions preliminary to the incurring of expenditure are satisfied, namely, that the sanction of the competent authority exists and funds to cover the charge fully have been placed at his disposal. The probability of any excess expenditure over the amounts allotted must be foreseen by him and intimation of the likely excess, along with reason for this, should be sent to the controlling officer concerned in sufficient time to enable the latter to arrange additional funds if these are to be allotted at all.

Every controlling officer, in respect of the expenditure incurred by himself, is in the same position as a disbursing officer.

Conditions
for appropri-
ations out
of allot-
ments.

109. The heads of departments and subordinate authorities to whom they have distributed allotments under particular units of appropriation, have, subject to any general or special orders, full powers to appropriate sums to meet sanctioned expenditure falling under these units, provided that—

(a) an allotment for 'charged' expenditure must not be appropriated to votable expenditure and *vice versa* ;

(b) an allotment must not be appropriated for any item of expenditure which is not covered by sanction, either general or special ;

(c) an allotment be appropriated only for the objects for which it is sanctioned ;

(d) no expenditure must be incurred without the previous approval of competent authority on an object the demand or the provision for which has been specially reduced by Government ; and

(e) an allotment must not be appropriated to increase the amount of the sanctioned contract grant for contingent expenditure.

Appropriation, its
meaning
and opera-
tion.

110. It will be noted that an appropriation is intended to cover all charges, including any outstanding liabilities of past years to be paid during the current year or to be adjusted in the account of that year. When a provision is originally proposed in the departmental estimate, or when an application is made subsequently, in the course of the year,

for additional appropriation, the amount asked for should, therefore, be inclusive of all anticipated liabilities. An appropriation is operative until the close of the financial year when any unspent balance lapses and is thus not available for utilization in the following year. The accounts of each financial year are however kept open till July of the following year so that, as far as possible, all the transactions of the year may be entered in the accounts of the year. If it is not possible for any expenditure to be booked in the accounts of the year to which it relates owing to the fact that the actual incidence thereof is under dispute, it ought to be charged to the accounts of the year in which the final decision is taken.

General system of control.

111. To facilitate control, departmental accounts are maintained by controlling officers and the progressive actuals month by month are verified with those entered in the books of the Accountant General, except in the case of the departments and the account heads mentioned in paras. 128-129 *infra* the control over expenditure on which is based on the progress of actuals as reported by the Accountant General.

(NOTE—In the list of controlling officers given in Appendix E, where the words 'through Accountant General' appear in column 3 against certain entries, the registers necessary will be kept by the Accountant General, but all cases of excess in expenditure or other matters requiring orders will be referred to the other officer. The Accountant General will, in fact, be acting not as an audit officer but merely as an agent of Government for keeping the record of expenditure).

112. Each disbursing officer will maintain a register of expenditure under each detailed head of account with which he is concerned in Form B. M. 8. Separate registers should be maintained for the Plan and non-Plan expenditure. The allotments communicated by the controlling officer at the beginning of the year will be noted in this register *in red ink* under each detailed head in the space provided for the purpose. Should the allotment against any unit be increased or reduced by the controlling officer subsequently, the amount of the allotment will be corrected in the register by *plus* or *minus* entry *in red ink*. Should a disbursing officer receive information from his controlling officer that any particular items have been misclassified, he will correct the accounts of expenditure and the available balances of the allotments by means of *plus* or *minus* entries *in red ink*. In the register will also be entered the details of each bill cashed at the treasury under the appropriate primary or secondary (if any) units together with the number and date of each voucher on which money has been drawn. The number and date of each voucher will be known from the slip in Form B. M. 9 returned by the Treasury Officer in accordance with the procedure mentioned in the following paragraphs. If the Form B. M. 9 slip has not returned, the number and date of the voucher can be filled in later when it is received. At the end of each month the expenditure against each primary or secondary unit will be totalled. The total expenditure will, at the same time, be deducted from the allotment shown at the top of each column of the register and the balance brought forward to the account of the next month.

Maintenance of register of allotment and expenditure by disbursing officers.

113. Whenever a disbursing officer presents a bill at the treasury he should enter in the bill *in red ink* the complete account classification of the proposed expenditure, *from the major head down to the detailed head of account*, and also indicate whether the expenditure is 'charged'. With a view to distinguishing expenditure relating to Five Year-Plans from the non-Plan expenditure, separate bills, marked "PLAN" conspicuously at the top, should be drawn in respect of charges relating to Plan schemes

Procedure for presentation of bills at the treasury.

or items. When a single bill includes charges falling under two or more detailed heads, the expenditure must be distributed by him accurately over the respective heads. He must also attach to each bill, other than a bill for the pay or allowances of an officer, a slip or bill extract in Form B. M. 9 duly filled and signed by him, irrespective of whether the bill relates to drawals against the allotments placed at his disposal or against the State allotments in cases referred to in the 'Notes' under para. 91 of Chapter XI. *The Treasury Officers have been authorized to refuse to pass any bill which has to be accompanied by a slip in Form B. M. 9 but is presented without such a slip properly filled in.*

The slip in Form B. M. 9 should be attached also to every bill which is sent to the Audit Office for pre-audit. The Audit Office will return it along with the pre-audited bill to the treasury where payment is to be made.

In the case of bills relating to pay and/or allowances of establishment, the officer concerned will mention in the slip in Form B. M. 9 the name and address of the officer to whom that slip is to be returned by the Treasury Officer. If the drawal is against a distributed allotment, the slip should be returned to the officer at whose disposal the allotment has been placed by the controlling officer. If the allotment has not been distributed by the controlling officer, the slip should be returned to him direct. In the case of bills other than those relating to pay and/or allowances of establishment and in cases mentioned below, the slip will be returnable direct to the disbursing officer for transmission to the controlling officer of the grant concerned.

Grants-in-aid and contributions.

114. Unless in any case the Government direct otherwise, all bills for grants-in-aid and contributions are prepared and vouched for by the grantees and presented for payment through some responsible Government officer or after they have been countersigned by him. The Treasury Officer shall refuse payment of all bills which do not bear the signature or countersignature of the sanctioning authority or such other Government officer as may be nominated by Government in this behalf provided that when the sanction of Government is communicated in the form of an express order to the Accountant General to make the payment, the Accountant General may authorize the payment of the bill without requiring the signature or countersignature of a Government officer. This procedure will not, however, apply to grants to Universities and to cases in which the grants are paid by cheque or by transfer to the account of the grantee or in cash through a responsible Government officer after the amount of the grant has been drawn on a bill by the officer himself.

In the case of bills relating to grants-in-aid or contributions requiring endorsement or countersignature by a Government officer, the endorsing or countersigning officer will attach to each bill a slip in Form B. M. 9, returnable by the Treasury Officer to that authority who will then send the slip to the controlling officer concerned or the authority at whose disposal the allotment has been placed, as the case may be, to enable the latter to record the drawal in the monthly statement of expenditure. In those cases where Government may issue orders to the Accountant General to authorize payment of a bill without signature or countersignature of a Government officer, the grantee should attach to each bill a slip in Form B. M. 9 which should be returned by the Treasury Officer direct, in a closed cover and by name, to the controlling authority specified in the order sanctioning the payment of the grant.

115. The Treasury Officer should personally see that the slips in Form B. M. 9 duly signed and dated are returned promptly and in no case later than one week after encashment of the respective bills to the officers concerned as indicated on the slips, in order that the latter may know the numbers and dates of the vouchers allotted by the treasury to the drawals and mention these in their monthly statements of expenditure, because without voucher numbers and dates it will be difficult to locate discrepancies, if any, noticed at the time of reconciliation between the departmental and the Accounts Office figures. In case of any abnormal delay, the District Officer concerned should be contacted at once by the officers concerned to get the matter set right at the treasury.

The slips in Form B. M. 9 should be returned by the Treasury Officers to the officers concerned directly *in closed covers addressed to them by name*. The covers should either be delivered to the officers personally if they attend the treasury or delivered to such persons as may have been duly authorized by them in writing to receive these on their behalf (full names and designation of such persons should be kept on record in the treasury), or sent by registered post *by name*. The officers must immediately on receipt of the slips, send for their office cash-books and registers of expenditure and satisfy themselves fully that entries relating to each bill have correctly been made in all respects.

The above instructions must carefully be noted and strictly complied with, as the procedure is intended to facilitate prompt detection of fraudulent drawals and interpolations in the bills and prevent the inclusion in monthly cash totals of bills which could not be cashed within the month. These objects will be defeated if there is delay in the return of the slips or in taking the subsequent precautions mentioned above.

The submission of monthly statements of expenditure by the disbursing officer to the controlling officer and by the latter to the Accountant General, prescribed in the subsequent paragraphs, should not, however, in any case be delayed on account of any delay in return of Form B. M. 9 slips from the Treasury Officer. The voucher numbers and dates of encashment of the bills relating to wanting slips can be furnished later on receipt of the slips from the Treasury Officer. A list of wanting slips should be sent to the Treasury Officer asking him to return the slips promptly and report the voucher numbers and dates after check from his office copy of the schedules of payments for the month concerned.

The controlling officer will, for those parts of the budget allotment which he retains himself, adopt the same procedure as prescribed for the disbursing officer, i.e. he will keep registers of expenditure and liabilities in the same manner and form as a disbursing officer.

116. On the fifth day of each month, each disbursing officer must submit to the controlling officer concerned statements of expenditure and liabilities in respect of the previous month in Forms B. M. 7 and 8, being a copy of his registers in these forms. In statements in B. M. Form 8 the numbers and dates of the treasury vouchers against those entries in respect of which relative slips in Form B.M. 9 have been received by him from the Treasury should be filled in and the slips attached to it. The wanting slips, if any, should follow, as early as possible with the voucher numbers and date of encashment, on their receipt from the Treasury Officer. If there be nothing to report for any month, a *nil* statement should be sent.

Submission of monthly statements of expenditure by disbursing officers to controlling offices.

If any error in classification is discovered before the monthly statement of accounts is submitted to the controlling officer, the statement should be corrected by the disbursing officer. If the statement has already been submitted, the mistake should be set right by means of a clear explanatory footnote in the next statement.

Receipt and
check of
the month-
ly state-
ments by
the control-
ling officers.

117. In order to watch the receipt of the monthly statements referred to above, the controlling officer shall maintain a broadsheet in Form B. M. 10 in which a serial number will be allotted to each individual disbursing officer. This broadsheet shall be kept up to date and reminders issued promptly if any statements are not received in time.

On receipt of the monthly statements of expenditure and liabilities from the disbursing officers, the controlling officer should carefully examine each statement and satisfy himself that—

- (i) the accounts classification has been correctly given (this will appear from the heads shown on the bill extracts in Form B. M. 9);
- (ii) progressive expenditure has been properly noted and the available balances correctly calculated;
- (iii) the new liabilities shown, if any, have been incurred under proper authority;
- (iv) the expenditure *plus* the liabilities up to date are within the appropriation;
- (v) the statement has been signed by the disbursing officer himself; and
- (vi) all relevant slips in Form B. M. 9 have been attached by the disbursing officer or have been received direct by the controlling officer himself from the treasury.

If the controlling officer finds any defects, he shall take immediate steps to have them rectified.

Maintenance
of registers
of expenditure
and liabilities
by the control-
ling officer.

118. The controlling officer shall maintain registers of expenditure and liabilities in Forms B. M. 11 and 7. The registers will contain the same detailed columns as the registers in Forms B. M. 7 and 8 and will be compiled in a similar manner, except that these will contain only the monthly totals, as reported by the disbursing officers, of expenditure and liabilities under each primary unit or secondary unit. In these registers a separate page will be allotted for each disbursing officer.

119. The controlling officer shall also maintain another register in Form B. M. 12 in which he will consolidate the statements of monthly expenditure and liabilities received from his disbursing officers with his own monthly expenditure and liabilities. This register will be filled in when all disbursing officers' returns for a particular month have been received and found to be in order. The controlling officer will also incorporate the totals of adjustments under the various detailed heads which will be communicated to him by the Accountant General on account of transfer entries and expenditure debited to the grant through 'accounts current', i.e. expenditure incurred in another State or in a Union Territory and communicated to the Accountant General by the authorities of that State or the Union Territory for inclusion in the accounts of this State. If any adjustment communicated by the Accountant General affects the appropriation at the disposal of a subordinate disbursing officer, the fact that it has been made should be communicated immediately by the controlling officer to the disbursing officer concerned.

Watch over
important
but occa-
sional items
of expendi-
ture.

✓ 120. The controlling officer shall keep a separate and careful watch on important but occasional items of expenditure (e.g. purchase of uniforms and arms and ammunition for the police force, equipment and medicines for hospitals and dispensaries and foodgrains, etc., for jails). He will decide for himself what suitable method he should adopt to watch such

expenditure and keep control over it. In some cases he may prefer to keep the entire grant in his hands and direct the disbursing officers to apply for allotments when they wish to incur expenditure. In other cases he may distribute allotments and merely ask the disbursing officers to report the expenditure, as soon as they incur it, separately from the monthly accounts of other expenditure. Whatever method he adopts, it is essential that he should keep himself fully informed from time to time not only of the expenditure already incurred but also of the liabilities incurred which have to be met out of the sanctioned grant.

✓121. If the controlling officer finds at any stage that the expenditure is progressing too rapidly, he should promptly take such steps as he may consider necessary to restrict further expenditure so that the sanctioned grant is not exceeded.

✓122. In order that the various administrative departments of the Secretariat and the Finance Department may be able to review the monthly progress of expenditure, each controlling officer should prepare a statement in Form B. M. 13 and forward it to the Departmental Secretary and the Finance Secretary by the end of the month following that to which the expenditure relates. As regards the heads of account directly controlled by a Departmental Secretary, the statement should be prepared in the Secretariat and sent to the Finance Secretary. The figures of actual expenditure shown in this statement should contain only the departmental figures. Reconciliation of figures with the accounts maintained by the Accountant General, referred to in the following paragraphs, takes a little time and it will serve the purpose if the month up to which reconciliation with the Accountant General's figures has been completed is indicated in a note appended to the statement. The Departmental Secretary shall satisfy himself that the explanation for the variation in each case is adequate and proper and take such steps as he may deem necessary to remove the causes for shortfalls or excesses over allotments.

✓123. The controlling officer shall send to the Accountant General each month a statement showing the departmental totals of expenditure and liabilities under each primary unit and secondary unit (if any), that is, a copy of the entries in the register in Form B. M. 12. This statement shall be prepared and forwarded so as to reach the Accountant General by the 20th of the month following that to which the accounts relate. It should be accompanied by the disbursing officers' statements, in original, from which the monthly account has been compiled.

124. The Accountant General shall check the statement referred to above with the amounts booked in his office which will be based on the vouchers received direct from the treasuries and the accounts received from the accounting officers of other States or Union Territories. The controlling officer and the Accountant General shall be jointly responsible for the reconciliation of the figures given in the accounts maintained by the controlling officer with those which appear in the Accountant General's books and for correcting misclassifications. [The responsibility of the Accountant General shall, however, be subject to the limitations placed on him and the general directions of the Comptroller and Auditor-General in regard to accounts under para 11 (i) of the Audit and Accounts Order, 1936, as adapted by the India (Provisional Constitution) Order, 1947, read with Article 149 of the Constitution.] The variations, if any, between the departmental and the Accounts Office figures or in the classification, noticed by his office, will be communicated by the Accountant General to the controlling officer along with the

Watch on the general progress of expenditure.

Review of the monthly progress of expenditure by the Administrative Department and the Finance Department

Submission of monthly statements of expenditure and liabilities by the Controlling Officers to the Accountant General.

Reconciliation of the departmental figures of expenditure with the booked figures in the office of the Accountant General.

numbers and dates of relative vouchers. The controlling officer will pass them on to the disbursing officers concerned with the necessary orders for correction which should be made by entries *in red ink* in the remarks column against the item reclassified and a *plus* and *minus* entry in the register, where it is open, thus: "Adjustment on account of misclassification in voucher no..... dated.....". The controlling officer shall also intimate the Accountant General, as early as possible, and in any case within a fortnight of the receipt of the statement of discrepancies, that the corrections and adjustments have been made.

Objects of reconciliation.

125. The reconciliation of departmental figures with the booked figures in the office of the Accountant General has two objects, viz.

(i) to ensure that the departmental accounts are sufficiently accurate to secure efficient departmental financial control, and

(ii) to secure the accuracy of the accounts maintained in the Accounts Office from which the final published accounts are compiled.

Discrepancies up to certain limits to be ignored.

126. In view of the very considerable amount of labour which would be involved in a complete reconciliation of the two sets of figures, which would not be commensurate with the results obtained and also in pursuance of the instructions issued by the Comptroller and Auditor-General to the effect that the reconciliation of discrepancies should not be more minute than is necessary to attain the two objects mentioned above, a difference in progressive expenditure under a minor head to the extent of three per cent of the progressive allotment for that head or Rs.2,000, whichever is less, may be ignored, provided that the allotment under no primary unit subordinate to that minor head is exceeded. If the expenditure under any primary unit suggests the possibility of an excess, the figures should be examined in detail and discrepancies reconciled so as to bring them within the premissible limit.

Reconciliation of figures by personal contact.

127. It is very necessary that the reconciliation of the departmental figures of expenditure with those booked in the office of the Accountant General is carried out as early as possible. If on any occasion the controlling officer finds that observance of the procedure prescribed in paragraphs 123 and 124 is leading to protracted correspondence and causing undue delay in effecting a complete reconciliation, he may depute to the Accountant General's Office for a day or more in a month, as may be necessary, one or more clerks or assistants, as the need may be, for the purpose of reconciling discrepancies by personal discussion and verification. The staff so deputed should have papers proving their identity and a letter of authority signed by the controlling officer himself. They should take with them requisite records and statements and, with the help of the Accountant General's staff, compare the departmental figures with those recorded in the Accountant General's books. A statement of discrepancies will then be prepared in triplicate in two columns bearing the stamp of the office of the Accountant General, one showing the mistakes, misclassifications and omissions on the part of the departmental officers and the other those on the part of the Accounts Office. The original statement will be kept in the Accounts Office. One copy will be made over to the departmental staff and the other sent by post to the controlling officer concerned *by name* in a closed cover, with an endorsement signed by a gazetted officer of the Accounts Office to the effect that the mistakes, misclassifications and omissions on the part of the departmental officers may be corrected and an intimation of compliance sent to the Accounts Office within a fortnight. On the authority of this statement, which should

be seen by him personally, the controlling officer will correct his statements and registers and also direct the disbursing officers concerned to make such corrections as are necessary in their accounts and registers. The procedure mentioned above is intended to reduce the volume of correspondence and to expedite reconciliation.

128. The general procedure prescribed in the foregoing paras. does not apply to the Forest, Public Works, Irrigation, Electricity, Agricultural Engineering and the Local Self-Government Engineering Departments, except that in the case of the last named five departments it applies only to establishment charges excluding divisional contingencies subject to the modification that the controlling officers in these departments may adopt their own separate forms in place of Forms B. M. 7—12 and may each send to the Accountant General for verification a consolidated statement showing, by primary units, the expenditure in the preceding month and the progressive expenditure up to that month as compared with the sanctioned appropriation.

Special procedure for certain Departments

(Special rules and procedure applicable to the Forest Department are detailed in Chapter XII of Financial Handbook, Volume VII, while those applicable to the Engineering Departments are contained in Chapter XXV of Financial Handbook, Volume VI).

129. The above procedure does not apply also to expenditure debitable to the heads mentioned below, which relate to cases—

Expenditure controlled by Secretaries to Govt.

(i) Where there is no object in calling for figures from disbursing officers, or

(ii) in which past experience has shown that it is not possible to obtain monthly statements of expenditure from a large number of disbursing officers.

For these heads the figures booked in the office of the Accountant General from the returns received from the treasuries should be accepted as correct unless they appear to be obviously wrong. Controlling officers concerned will, however, obtain from the accounts office the figures booked on its ledgers as actuals in each year showing the progress of expenditure for the State as a whole up to the end of July, October and January, respectively to enable them (a) to apply for supplementary grants in good time, where necessary (b) to arrange for reappropriation to cover excess in individual cases from anticipated savings and (c) to surrender anticipated savings.

In the case of such of the heads subordinate to the major head "19-General Administration" and "21-Administration of Justice" as are controlled by Revenue and Judicial Secretaries, direct, figures of progressive actuals should be obtained monthly from the Accountant General.

9—Land Revenue

.. * (1) Charges of administration—
(a) General revenue charges.

(b) Collector's office establishment (Nazul).

* (2) Charges on account of land revenue collections.

* (3) Assignments and Compensations.

18—Parliament and State Legislatures — State Legislature.

Elections

.. By-elections—Allowances and Honoraria.

- 19—General Administration .. (1) Commissioners Figures under "Rewards in Police cases" will be shown separately in the statements furnished by accounts office.
- * (2) District Administration. As above in respect of "Contract Establishment," "Extra-contract establishment" and "Rewards under the Arms Act".
- * (3) Works .. Repairs :
(i) Commissioners.
- 21 —Administration of Justice (1) B-Law Officers—(b) Legal Remembrancer and Government Advocates, (3) Allowances and Honoraria—
(i) Travelling allowance.
(ii) Fees to Government Pleaders in Criminal cases.
(iii) Fees to Government Pleaders in Civil Suits.
(5) Contingencies—
(i) Fees to outside counsel in criminal cases.
(ii) Fees to outside counsel in civil suits.
- * (2) Civil and Sessions Courts.
(3) Courts of Small Causes.
(4) Works—Repairs—
(a) Civil and Sessions Courts.
(b) Courts of Small Causes.
- 31—Agriculture .. * Botanical and other public gardens—Nazul and other gardens.
- 39—Miscellaneous Social and Developmental Organisations. † (a) Maintenance of orphans and foundlings.
† (b) Maintenance of indigent persons.
† (c) Burial or cremation of paupers.
- 43—Irrigation Works (Commercial)—Works for which capital accounts are kept. Working expenses.
- Charges on Irrigation Establishment. * In charge of civil officers—Collection of revenue (43).
- 1—Miscellaneous .. † (1) Donation for charitable purposes.
(2) Grants-in aid, contributions, etc.—
To local bodies towards the cost of dearness allowance.
(3) Cost of petty establishments—other establishments.
† (4) Miscellaneous and Unforeseen Charges :
(a) Miscellaneous constructions and repairs.
(b) Other miscellaneous charges.
(c) Rewards for the destruction of wild animals.
(d) Cost of treatment at anti-rabic centres.
(e) Loss of cash in treasury.
(f) Expenditure on relief and rehabilitation of displaced persons.
(g) Expenditure in connection with the administration of Evacuee property.
(h) Expenditure in connection with the administration of the Evacuee Interest (Separation) Act, 1951.
(5) Irrecoverable loans written off
(6) Special Commissions of Inquiry—Other Commissions and Committees.

- (7) Works-Other departments.
- (8) Loss by exchange.
- (9) Loss on conversion to Decimal Coinage.

74—Other Miscellaneous contributions and assignments Transfer to the Uttar Pradesh Road Fund.

NOTE—Figures by all the primary units under the heads asterisked and figures for each sub-head separately under the heads marked † will be furnished by the accounts office.

130. The functions of the administrative departments of Government in respect of control of expenditure (except in those cases in which the expenditure is controlled by Secretaries to Government) are generally supervisory, and it is undesirable that they should assume any of the direct responsibilities which devolve properly on the controlling and disbursing officers. They will, however, either on the report of any head of a department subordinate to them or at the instance of the Finance Department or the Accountant General, or on their own initiative, take any action which may be necessary in the general interest of economy or to check extravagance or to obviate excesses over allotments. They will also take action, when necessary, to restrict expenditure and to investigate the causes of extravagance and excess and also to mete out suitable punishment, after observing proper procedure, to the officials found to be at fault, to prevent the recurrence of any irregularity or impropriety in expenditure.

Functions
of the
Adminis-
trative
Depart-
ment

131. The High Commission for India and the Director of Audit, Indian Accounts in the United Kingdom, are responsible for watching the progress of expenditure against the appropriations for charges in England under the several grants, both in respect of the votable expenditure and that charged on the Consolidated Fund of Uttar Pradesh, and to see that additional funds are provided in proper time to cover any anticipated excess. In order to enable these authorities to discharge that duty, it is essential that the authorities in India send to them prompt intimation of any circumstances which are likely to affect the original budget estimates. (See para 50 in Chapter VI).

Expendi-
ture in
England.

132. When on an examination of the monthly statement of expenditure of a disbursing officer, or on a separate report received from the disbursing officer himself, it appears that the allotments placed at his disposal need readjustment or supplementing, the controlling officer should proceed as follows:

Procedure
for dealing
with anti-
cipated
excesses.

(i) He should, in the first place, examine the allotments made to other disbursing officers under the same detailed head inside the unit of appropriation and transfer to the disbursing officer who requires additional allotment such sums as can be spared, informing the disbursing officers whose allotments are so reduced.

(ii) Should he find such re-distribution impossible, he should examine the allotments against other detailed heads inside the same unit of appropriation with the object of discovering probable savings and effecting a transfer. If he has been invested with the necessary powers, he should carry out the transfer. Otherwise he should obtain the sanction of the competent authority.

(iii) If provision of funds from within the same unit of appropriation proves to be impossible, an examination of the whole grant

placed at his disposal should be undertaken to see whether there are likely to be savings under any of the other units of appropriation. If such savings are anticipated, he should proceed as indicated in clause (ii) above.

(iv) If savings are not available, it should be examined whether special economies can be effected or whether the excess should be met by postponement of expenditure on unessential or less urgent items.

(v) If none of the methods indicated above is feasible, an application for additional funds should be made to Government in the administrative department concerned which will, if necessary, move the Finance Department for provision of additional funds by re-appropriations or through the supplementary estimates. Normally, an application for a supplementary grant will not be entertained by Government unless the anticipated excess is due to causes beyond the control of the authority concerned and funds cannot be found by any legitimate postponement of expenditure for which provision already exists in the budget or the expenditure in question cannot be postponed.

CHAPTER XIV

SAVINGS IN APPROPRIATIONS—EXPENDITURE NOT PROVIDED FOR IN THE BUDGET—RE-APPROPRIATIONS, SUPPLEMENTARY ESTIMATES AND EXCESS GRANTS.

133. The payment from and the appropriation out of the Consolidated Fund of the State and the sums voted by the Legislative Assembly and the sums charged on that Fund are specified in the Schedule to the Appropriation Act which authorises the appropriation of these sums for the services and purposes expressed in that Schedule in relation to the financial year concerned. Only the total sum for each Grant or Appropriation is specified in the Schedule to the Appropriation Act and this total is worked out on the basis of detailed estimates of gross expenditure contained in the Volume 'Detailed Estimates and Grants' as finally passed by the Legislature.

134. Emphasis has been laid in the earlier Chapters that the detailed estimates should be framed as accurately as possible. Unavoidable and unforeseen circumstances may, however, sometimes arise in the course of the year which make it necessary to incur expenditure under one or other of the minor or sub-heads and units of appropriation in excess of the amounts originally estimated. It may also be that the expenditure under certain heads may not have to be incurred to the extent originally estimated, or a new service, scheme or item for which provision has been included in the budget may be started late or may not be taken up at all due to any administrative reason, resulting in savings. Subject to certain restrictions and limitations mentioned hereafter, the savings available under certain heads can be re-appropriated to meet requirements for additional funds under other heads within the same Grant or the Appropriation concerned. The further savings, if any, are to be reported to the Finance Department for resumption. An appropriation is operative only until the close of the financial year and therefore all re-appropriations and resumptions of savings must be completed before the close of the year. The rules relating to these are contained in Sections I and II of this Chapter.

135. Circumstances may sometimes arise on account of which the amount authorised for expenditure in a year may be found to be insufficient for the purposes of that year or a need may arise during the year for supplementary or additional expenditure upon some new service, scheme or item not contemplated in the original budget. In that case a supplementary estimate has to be presented to the Legislature under Article 205 (1) (a) of the Constitution. The rules and instructions relating to supplementary estimates are contained in Section III of this Chapter.

136. Sometimes a need may arise for incurring unforeseen expenditure of an urgent nature before it can be approved by the Legislature. In such a case, an advance may be sanctioned from the Contingency Fund, established under the U. P. Contingency Fund Act, 1950, for meeting such expenditure pending its authorisation by the Legislature through an Appropriation Act. The U. P. Contingency Fund Act and the rules framed thereunder are reproduced in Appendix F.

137. If after the close of the year it is revealed, through the Appropriation Accounts, that any expenditure was incurred under any Grant or Charged Appropriation in excess of the total final appropriation for that year under that Grant or Charged Appropriation, the excess expenditure should be regularised, on the basis of the recommendation of the Committee of Public Accounts, by presenting to the Legislative Assembly demands for excess grants as required under Articles 205 (1) (b) of the Constitution. Incurring of unauthorized excess expenditure is most objectionable and must be avoided. The rules relating to presentation of demands for excess grants to the Legislature are contained in Section IV of this Chapter.

SECTION I

SAVINGS IN APPROPRIATIONS

138. The progress of expenditure month by month and careful assessment of the commitments and liabilities for the remaining part of the year may indicate savings in the appropriations shown against the several minor or sub-heads in the detailed budget estimates and grants. The savings may be due to various reasons.

139. All savings anticipated by the controlling officers should be reported by them with full details and reasons to the administrative departments concerned of the Secretariat immediately they are foreseen, unless these are required to meet anticipated requirements for additional funds under some other heads within the total allotment under the same Grant/Appropriation placed under their control. No amount out of the savings should be held in reserve for meeting additional expenditure not definitely foreseen or already approved by the competent authority. Except as provided under paragraph 142, the administrative departments should intimate such of the savings reported by the controlling officers as may not be required by them to the Finance Department which will resume the savings. Savings so resumed will be re-allotted by the Finance Department, if necessary, when dealing with applications for re-appropriations or supplementary grants or appropriations.

140. Every controlling officer must furnish the final statement of excesses and savings in Form B. M. 14 which should reach the Finance Department, through the Administrative Department concerned, *not later than 25th January*. Where a Secretary to Government is the controlling officer, the statement should reach the Finance Department by *15th January*. These statements should be prepared with utmost care, as inaccurate statements may lead to uncovered excess expenditure or unsundered savings both of which constitute a financial irregularity—the former a more serious irregularity. The administrative departments will prepare their proposals for re-appropriations or surrenders of savings on the basis of those statements. The savings surrendered will be in addition to those surrendered earlier in accordance with the provisions of the preceding paragraph.

141. It must be carefully noted that no amount out of the savings reported in the final statement shall subsequently be utilized by the controlling officer *without the previous approval of the Finance Department*. Savings coming to notice after the despatch of the final statement should be reported separately as soon as possible. All final savings must be surrendered to the Finance Department by 25th March. Officers making belated surrenders, when savings could reasonably have been

foreseen and surrendered earlier, will be held responsible for the resultant financial irregularity if the Finance Department are not able to accept such surrenders.

142. In the Public Works, Irrigation and Electricity Departments, anticipated savings in the budget grants are not intimated to the Finance Department. The above-mentioned departments themselves keep a note of the savings, distinguishing between lapses and savings, and ask the Executive Engineers concerned not to utilise these without prior approval. The Departments also prepare applications for re-appropriation of funds and in those cases in which sanction of the Finance Department is necessary submit proposals for re-appropriation of the savings noted by them. Any savings left after re-appropriations are surrendered to the Finance Department for resumption.

143. If the appropriation under a unit is reduced either due to resumption of savings or by re-appropriation of funds made from it to some other unit, it is the duty and responsibility of the controlling officer to see that the expenditure debitabie to that unit is kept within the reduced appropriation.

144. Savings should be surrendered to the Finance Department in multiples of Rs.100 in the case of expenditure in India and Rs.200 (£ 15) in respect of charges in England. Lesser amounts are not required to be surrendered.

145. A copy of each order resuming savings will be furnished by the Finance Department to the Accountant General, and, in the case of the head "Charges in England", also to the Director of Audit, Indian Accounts in the United Kingdom, London.

146. Registers shall be maintained in suitable form in the Finance Department to keep a record of the savings resumed by it. The amounts re-allotted for re-appropriation out of the savings resumed earlier will also be noted in those registers.

SECTION II

RE-APPROPRIATIONS

147. Every controlling officer is expected to see not only that the total expenditure is kept within the total grant or appropriation placed at his disposal but also that the expenditure under each unit of appropriation is kept within the amount originally provided under that unit. Transfer of funds from one unit to another, however, sometimes becomes unavoidable.

148. As the appropriation audit is conducted by the Accountant General by minor heads or in some cases by sub-heads subordinate to a minor head, a minor head or sub-head as shown in Part II under each Grant or Charged Appropriation will constitute the smallest unit of re-appropriation, except where the detailed heads, such as those relating to major works, have been declared to be specific appropriations transfer of funds between them will be treated as re-appropriation.

149. Transfers as between different detailed account heads appearing in Part III and not in Part II under a Grant or Charged Appropriation which have not been declared as specific appropriations will be deemed as redistributions and not as re-appropriations. Redistributions can be made by the controlling authority subject to the restrictions refer-

Redistributions which are not re-appropriations.

red to and the limitations laid down in paragraph 156 and such other restrictions as may be imposed by Government from time to time which must be carefully observed.

150. Re-appropriation is permissible only when it is known or anticipated that the appropriation for the unit from which funds are diverted will not be utilized in full or that savings can definitely be effected in it. It is both objectionable and irregular to sanction a re-appropriation from a unit under which no savings are anticipated at the time of sanction in the expectation of restoring the original allotment under that unit later in the year by transferring to it savings that may then become available under other units.

151. Re-appropriations are not permissible—

Re-appropriations where not permissible.

(i) from one Grant/Appropriation to another (e.g. between "29—Medical" and "30—Public Health");

(ii) from the Charged to the Voted section or *vice versa* ;

(iii) to provide for new expenditure, whether voted or charged (for explanation of the expression "new expenditure" see Chapter VIII), until such expenditure has been authorised by an Appropriation Act ;

(iv) to increase or provide for the expenditure on an item the provision for which was specifically reduced or disapproved by the Assembly either through a substantive or a token cut ; and

(v) after the close of the financial year.

Recoveries not to be taken into account.

152. As the Demands for Grants, whether original or supplementary, placed before the Legislature are for *gross expenditure* without taking into account deductions on account of recoveries, credits on account of recoveries of expenditure must be ignored for the purposes of sanctioning re-appropriation of funds or obtaining supplementary grants.

153. Re-appropriations should invariably be in multiples of Rs.100 in the case of Indian expenditure and Rs.200 (£15) in respect of charges in England. Petty additional requirements below these limits under any particular sub-head should be collected by the controlling officer or other subordinate officer concerned by inclusion in a consolidated re-appropriation application in respect of that sub-head and the disbursing officers concerned should be informed that the requirements would be included in a consolidated re-appropriation order to be issued in due course before the close of the year.

Powers to sanction re-appropriation.

154. Powers to sanction re-appropriations are regulated by the rules made by the Governor under Article 166(2) and (3) of the Constitution. Accordingly, the following rule has been framed :

"(1) After the Legislature has passed an Appropriation Bill :

(i) the Finance Department shall have the power to sanction any re-appropriation within a grant from one major, minor or subordinate head to another ;

(ii) the Minister in charge of a Department shall have power to sanction any re-appropriation within a grant between the

heads subordinate to a minor head which does not involve undertaking a recurring liability.

* * * * *

(2) The Finance Department shall have power to delegate to the High Commissioner for India, in respect of any Grant and subject to any condition which it may specify in this behalf, the power of re-appropriation conferred by clause (1) (i) and to sanction the delegation by a Minister to any officer or class of officers the power of re-appropriation conferred on the Minister by clause (1) (ii)."

* * * * *

155. The Finance Department can, thus, subject to the restrictions mentioned in para. 151, sanction re-appropriations within a Grant or Appropriation from one major, minor or subordinate head to another. ^{Authorities competent to sanction re-appropriations.} Provided that the Planning Department of the Secretariat shall be consulted before sanctioning any re-appropriation which has the effect of increasing the ceiling for a Plan scheme allotted by that department for a particular financial year

156. The Minister in charge of a Department can sanction, subject to the restriction mentioned in rule (1)(ii) in paragraph 154 and the condition mentioned in the proviso to paragraph 155, re-appropriations between the heads subordinate to a minor head except that the exercise of this power will be confined to re-appropriation of funds within the group heads "Non-Plan" and "Plan", as the case may be, and no such power can be exercised involving re-appropriations from the group head "Non-Plan" to "Plan" and *vice versa*. This power has, however, been delegated by the Ministers, with the concurrence of the Finance Department, to the Heads of Departments and certain other authorities specified in Appendix G, subject to the general restrictions mentioned in paras 150-151 and to the further limitations that—

(1) Except with the previous concurrence of the Finance Department :

(a) no re-appropriation shall be made which involves the undertaking of a recurring liability, that is, a liability which extends beyond the financial year in question (but this will not apply when the undertaking of this liability has already been sanctioned with the concurrence of the Finance Department and the re-appropriation is to be made merely to give effect to that sanction);

(b) no part of a provision for a new service, scheme or item of expenditure, which is not required for the purpose for which it was included in the budget, will be utilized for any other purpose;

(c) no money shall be transferred for expenditure on original works which will increase the maintenance charges in future;

(d) no re-appropriation shall be made to meet an item of expenditure which has not been sanctioned by competent authority;

(e) no re-appropriation shall be made with a view to increasing the provision for temporary staff except where such staff has been sanctioned with the concurrence of the Finance Department;

(f) all re-appropriations by the Heads of Departments or other officers named in Appendix G shall be only in respect of the grants or appropriations placed at their disposal; and

(g) no re-appropriation shall be made which has the effect of increasing a contract grant (*see* para 37 Chapter V).

(2) Except with the previous concurrence of the Planning Department, no re-appropriation shall be made which has the effect of increasing the ceiling for a Plan scheme allotted by the Planning Department for a particular financial year.

157. The High Commission of India has been delegated the power to sanction re-appropriations between the heads subordinate to the minor head "Charges in England" in each Grant, subject to the restrictions enumerated in paras 150-151 and above. All orders sanctioning re-appropriations affecting that minor head, whether sanctioned by the High Commission or the authorities in India, shall be communicated to the Director of Audit, Indian Accounts in the United Kingdom, London, the Finance Department and the Accountant General, U. P.

Instructions
for preparing
applications
for re-appropriations.

158. All proposals for re-appropriations relating to Civil as well as Public Works Departments, whether they are within the power of sanction of Heads of Departments or other authorities or whether they require the sanction of the Finance Department, should be submitted in the prescribed form (Forms B. M. 15 and 16) and should specify the primary units of appropriation the provisions under which have been or are likely to be exceeded, as well as the major heads, sub-major heads (if any), minor heads or sub-heads (if any) of account concerned. The reasons for the original appropriation proving insufficient, as also those for the anticipated savings which it is proposed to utilize, should invariably be explained fully and clearly in each application item by item.

Procedure
for submitting
applications.

159. All applications for re-appropriation should be numbered and dated. They should be signed by the applicants and be submitted in quadruplicate to the administrative department of Government which administers or controls the grant or the appropriation concerned. If the administrative department concerned has not the power to sanction the re-appropriation, it shall refer the proposal to the Finance Department with its recommendations. While submitting the applications, the officers will furnish a certificate similar to that mentioned in paragraph 160 below. As far as possible, all such applications requiring action in the Finance Department should reach that Department by 20th March.

Communication
of sanctions
to Audit and
the Finance
Department.

160. Copies of all orders sanctioning re-appropriations issued by the Administrative Departments, the heads of departments or other competent subordinate authorities should be supplied to the Finance Department and the Accountant General and should invariably be accompanied by a certificate that the re-appropriations sanctioned do not infringe any of the restrictions or the limitations specified in paragraphs 150, 151, 155 and 156. The certificate shall be recorded on the body of each re-appropriation order.

SECTION III

SUPPLEMENTARY ESTIMATES

Supplementary
grants or
appropriations.

161. A supplementary grant or appropriation is in addition to the total authorised grant or appropriation for a financial year and has to be obtained in the manner prescribed in Article 205 (1)(a) of the Constitution, passing through the same stages of legislative procedure as the original grant or appropriation.

162. Supplementary grants or appropriations are required in the following cases :

- (i) when the amount included in a grant or appropriation (voted or charged section) authorized by the Appropriation Act is found to be insufficient for the year ; or

(ii) when need has arisen for incurring expenditure, whether voted or charged, upon some new service, scheme or item not contemplated in the Appropriation Act for the year, even though it can be met wholly or in part by re-appropriations within the amount authorized under the Grant or the Appropriation; or

(iii) when it is desired to obtain the prior approval of the Legislature to a scheme involving large financial commitments, even though little or no expenditure on that account is anticipated in the current year.

In cases falling under clause (ii), a token sum of Rs.100 or the amount actually required, as the case may be, should be included in the supplementary statement of expenditure, while in cases falling under clause (iii) only a token sum of Rs.100 need be included.

163. If a supplementary estimate is for increased provision in respect of a sanctioned object, the authority concerned should show :

(a) that the need for the increased provision could not be foreseen at the time when the original departmental estimate was framed, and

(b) that in the absence of such provision injustice would be caused to some person not at fault, or serious inconvenience or serious loss or damage would be caused to the public service.

A supplementary estimate for increased provision will not be presented unless condition (b) is fulfilled. Failure to fulfil condition (a) [whether condition (b) is fulfilled or not] is a financial irregularity and may involve a report to the Committee on Public Accounts.

164. If a supplementary estimate is required for some new expenditure not contemplated in the budget, the authority concerned must show either—

(a) that the expenditure has been newly imposed by statute, or by order of a court of law, or other competent authority ; or

(b) that urgent necessity has arisen for the proposed expenditure the postponement of which would (i) involve extra expenditure ultimately, or (ii) be administratively impossible or would be against any accepted policy.

The Finance Department must necessarily agree to the presentation of supplementary estimate in case (a), while in case (b) its presentation will depend on the urgency of the proposed expenditure.

165. The principles enunciated in paragraphs 163 and 164 apply also to an application for a supplementary estimate in respect of any demand to which the Assembly has previously refused its assent or the amount of which the Assembly has reduced either by a reduction of the whole grant or by the omission or reduction of any of the items of expenditure of which the grant is composed.

166. The primary responsibility in regard to proposals for supplementary grants or appropriations rests on the controlling officer who should explain clearly in each case not only why a supplementary grant or appropriation is required but also why the need could not be foreseen at the time when the original budget estimates were framed. In explaining the proposals, it should be clearly explained in detail whether specific conditions as prescribed under para. 163 or 164, as may be relevant, are strictly fulfilled. If it is under clause (b) of para. 164, the authority concerned should explain the necessity and the urgency of the proposed

expenditure and also why it is not administratively possible to postpone it. Greatest care should, therefore, be taken in submitting such proposals. It must be carefully understood that if after the close of the financial year it is revealed that any supplementary grants or appropriations obtained were unnecessary or excessive, the officers at fault will be held responsible for the financial irregularity to which the Accountant General is bound to draw attention in the Audit Report on the Appropriation Accounts which will come up before the Legislature and the Committee on Public Accounts in due course.

167. Proposals for supplementary grants or appropriations should be submitted by the various controlling authorities to Government in the administrative departments concerned, and not to the Finance Department direct, as soon as their necessity has been clearly established, except those relating to charges in England which the High Commission of India send direct to the Finance Department. The administrative departments should examine the proposals very carefully and recommend to the Finance Department only such of them as are considered to be fully justified. The savings available, if any, within the Grant or the Appropriation concerned should be duly taken into account and supplementary grant or appropriation should be asked only for such amount as cannot be met by sanctioning re-appropriations of funds. If the supplementary grant or appropriation is required under para. 163 and if savings resumed by the Finance Department under the Grant or the Appropriation concerned are available for re-allotment, that department will, if convinced of the necessity for the supplementary grant or appropriation, sanction it by re-appropriation from these savings. If there are no such savings, or those available are not sufficient to meet the entire additional demand, the Finance Department will take steps to present supplementary estimates to the Legislature for the amounts needed. Similarly, any savings under any Grant or Charged Appropriation reported to the Finance Department for resumption should be utilized by that Department in reducing the Supplementary Estimate under that Grant or Charged Appropriation required under para. 164 and only token or partly substantive provision should be made where the estimated expenditure on any new item or scheme can be met either wholly or in part by reappropriation of savings.

168. All proposals relating to supplementary estimates submitted by the administrative departments to the Finance Department should be accompanied by self-contained memoranda and indicate clearly the major and minor or sub-heads, etc. of account under which additional grants and appropriations are required. If any proposal involves incurring of additional expenditure in the future years also, that should also be clearly mentioned and estimates given. All applications for supplementary grants or appropriations must be submitted to the Finance Department by the prescribed date after which that department may not be in a position to entertain any application.

169. On the passing of the Appropriation Act pertaining to the supplementary statement of expenditure, the Finance Department will communicate to the administrative departments concerned and also to the Accountant General the amounts included in the Act under the several Grants or Appropriations. The administrative departments should take immediate steps to communicate the additional grants and appropriations to the subordinate authorities concerned and also to issue, where necessary, specific orders sanctioning the incurring of additional expenditure not

exceeding those limits. The administrative departments should also issue orders for sanctioning any scheme or item constituting new expenditure for which provision has been made through the Supplementary Estimates. Copies of all such orders should be furnished to the Accountant General through the Finance Department (except where the administrative departments are competent under the delegated powers to issue such sanctions without reference to the Finance Department after necessary funds have been provided in the budget). The administrative departments should also take steps to have the necessary re-appropriations sanctioned as early as possible in those cases in which the additional expenditure was proposed to be met wholly or in part from savings.

170. The supplementary grants and appropriations relating to charges in England will be communicated by the Finance Department also to the High Commission of India and the Director of Audit, Indian Accounts in the United Kingdom, London.

SECTION IV

EXCESS GRANTS AND APPROPRIATIONS

171. Under clauses 1(b) and 2 of Article 205 of the Constitution, if any money has been spent on any service during a financial year in excess of the amount granted for that service and for that year, demand for such excess amount has to be presented to the Legislature and is to be dealt with in the same way as if it were a demand for a grant.

172. A demand for an excess grant differs from a demand for a supplementary grant in that, while the latter is essentially a demand for a grant the need for which is foreseen during the currency of a year and is presented in the year to which it relates, a demand for an excess grant is presented to regularize expenditure incurred in excess of the grant made in a past year. A demand for an excess grant can be laid before the Legislative Assembly only after all the expenditure of the year has been audited and the Appropriation Accounts of the year have been compiled by the officers of the Comptroller and Auditor General of India and considered by the Committee on Public Accounts. The work of compilation of the appropriation accounts by the Accountant General and their consideration by the Committee on Public Accounts however take some time. In practice, therefore, it is not possible to present a demand for an excess grant until about two years after the expiry of the financial year to which it relates and until the recommendations of the Committee on Public Accounts are received.

173. The same principles and procedure apply to an excess in the total appropriation for charged expenditure under the heads of account included within a grant or under the separate charged appropriations relating to "Interest on debt and other obligations" and "Reduction or avoidance of debt": the only difference being that an excess in respect of charged expenditure does not require the vote of the Assembly.

CHAPTER XV

FINANCIAL IRREGULARITIES

174. The incurring of expenditure by Government officers is governed by the following essential conditions:

(1) That there should be provision of funds authorised by competent authority fixing the limits within which expenditure can be incurred;

(2) that the expenditure incurred should conform to the relevant provisions of the Appropriation Act, the Constitution and the laws made thereunder and should also be in accordance with the financial rules and regulations framed by competent authority;

(3) that there should exist sanction, either special or general, accorded by competent authority, authorising expenditure; and

(4) that the expenditure should be incurred with due regard to broad and general principles of financial propriety [see para 12 (iii) of Chapter I].

It is difficult to define exactly and comprehensively the meaning of the term "financial irregularity". But a large majority of financial irregularities fall under one or the other of the following categories. The list is only illustrative and is not exhaustive:

(1) Excess over a grant voted by the Assembly or over a charged appropriation.

(2) Defective or inaccurate budgeting, necessitating large surrenders or resulting in excesses.

(3) Defective control of expenditure resulting in—

(a) unnecessary or excessive supplementary grants,

(b) unnecessary or excessive re-appropriations,

(c) injudicious re-appropriations and surrenders, causing excess over allotments,

(d) unspent and unsurrendered appropriations,

(e) unremedied or uncovered excesses, and

(f) late allotments.

(4) Misclassification of expenditure.

(5) Re-appropriations which are not made in accordance with the rules in this Manual or which have the effect of increasing expenditure on an item the provision for which has been specifically reduced by a vote of the Legislative Assembly.

(6) Expenditure on a service not covered by a vote of the Assembly, unless the requisite funds have been arranged by obtaining an advance from the Contingency Fund before incurring expenditure.

(7) Expenditure incurred without sufficient sanction.

(8) Expenditure incurred without allotment of adequate funds.

(9) Loss of public money or property due to fraud, mis-appropriation or carelessness in accounting.

(10) Drawing from treasuries of money not required for immediate use.

(11) Abandonment of revenue without proper sanction, e.g., sale of Government property below market rates, or reduction of dues payable under a licence or lease without the sanction of the competent authority in each case.

(12) Any large claim against another Government, local body or other outside party allowed to remain outstanding for an unduly long time.

(13) Any irregularity connected with a contract, such as—

(i) Placing of a contract without obtaining competitive tenders in an open and public manner except in cases where the necessity for obtaining such tenders has been waived by any general or special rule or order by the competent authority (*see* Appendix XIX to the Financial Handbook, Volume V, Part I);

(ii) acceptance, without adequate reason, of a tender other than the lowest ;

(iii) inadequate scrutiny of tendered rates before acceptance ;

(iv) unsuitability of the form of contract ;

(v) failure to complete all necessary formalities connected with a contract, including the obtaining of expenditure sanction before permitting the contractor to start work ;

(vi) deviation from the contractual terms in favour of the contractor or varying the terms without the approval of the competent authority ;

(vii) omissions to enforce the conditions of a contract, such as those requiring the deposit of security or levy of penalty.

(14) Any irregularity connected with purchases, such as—

(i) purchases which contravene the rules for the purchase of articles for the public service ;

(ii) purchases in excess of reasonably anticipated requirements ;

(iii) purchase of materials of inferior quality.

(15) Any extraordinary or apparently unnecessary expenditure, such as—

(i) payments made as acts of grace except where permitted by any rule or order ;

(ii) compensation paid for damage sustained except in cases in which a claim for such damage could be enforced in a court of law or in which such compensation is admissible under any rule or order ;

(iii) payments in excess of amounts admissible under statute, contract or rule ;

(iv) payments necessitated by failure to enforce the terms of a contract ;

(v) irrecoverable balances of advance payments made on account of services, etc., which were ultimately not rendered.

(16) Any uneconomical or apparently wasteful expenditure due to—

(i) the inception of works without adequate investigation of their utility or feasibility and without conducting proper preliminary surveys and preparing detailed estimates of cost and obtaining necessary administrative and technical approval to the estimates;

(ii) the inception of deposit works for local bodies, etc., without the requisite deposits having been obtained from the parties concerned ;

(iii) execution of works by a Government agency which lacks the ability or the facilities to execute them properly ;

(iv) the unsatisfactory working of Government commercial undertakings ;

(v) the fixation of incorrect rents of residential buildings ;

(vi) other causes.

(17) Any irregularity connected with a grant-in-aid, such as neglect (i) by the sanctioning authority of conditions precedent to the grant, or (ii) by the grantee of the conditions, expressed or implied, attached to the grant by the sanctioning authority.

(18) Any instance of the absence of administrative regulations and procedure sufficient to secure a proper and effective check upon monetary transactions.

CHAPTER XVI

APPROPRIATION AND FINANCE ACCOUNTS AND AUDIT REPORTS THEREON

175. The Appropriation Accounts and the Audit Reports thereon are prepared by the Comptroller and Auditor-General of India for each year in accordance with the provisions of para. 11 (4) of the Audit and Accounts Order, 1936, as adapted by the India (Provisional Constitution) Order, 1947. Their object is to present the audited accounts of all the expenditure of the year, whether voted or charged, in the form of a separate appropriation account for each Grant/Charged Appropriation, with any important observations which it is considered necessary to make as a result of the audit investigation. They also include the comments deemed to be necessary to make upon the results of the audit of trading, manufacturing and profit and loss accounts and balance-sheets kept in respect of Government commercial or quasi-commercial concerns and upon the examination of accounts of receipts and of stores and stock. The report of the Director of Audit, Indian Accounts in the United Kingdom, relating to transactions in the United Kingdom affecting the Uttar Pradesh Government, is also embodied in the Appropriation Accounts of the Grants/Charged Appropriations concerned. In order that only agreed statements of facts and completed cases are included in the reports, a convention exists between the Comptroller and Auditor-General and the State Government whereby cases relating to any previous year which become ready for inclusion after the last report was written are included in the report of a subsequent year.

176. Besides the Appropriation Accounts, the Auditor General of India also compiles the Finance Accounts of the State Government in respect of each financial year. This compilation presents the accounts of the receipts and outgoings of the Government for the year, together with a report on the financial results disclosed by the different accounts and other data coming under examination ; that is to say, both the revenue and capital accounts, the accounts of the debt and the liabilities and assets of the Government as deduced from the balances recorded in its books and other information.

177. On receipt of the authenticated copies of the Appropriation and Finance Accounts and the Audit Reports thereon, in terms of the provisions of Article 151 (2) of the Constitution, from the Comptroller and Auditor General of India, the Finance Department will obtain the orders of the Governor for laying the copies before the Legislature and then move the Legislative Department to arrange for the item relating to the laying of these documents before both the Houses of the Legislature being included in the agenda of business of the Houses.

Preliminary
action in
Finance De-
partment on
receipt of
Appropriation
and
Finance
Accounts
and Audit
Reports
thereon.

178 (i). After the Appropriation Accounts and the Finance Accounts and the Audit Reports thereon are laid on the table of the House, they shall stand referred to the Committee on Public Accounts for examination and report.

Reference
to the Com-
mittee on
Public
Accounts.

(ii) If they are received by the Assembly Secretariat at a time when the Assembly is not in session, then these may be referred to the Committee on Public Accounts by order of the Speaker.

179. The Committee on Public Accounts is a Committee of the Legislative Assembly and is constituted under the Rules of Procedure and Conduct of Business of the U. P. Legislative Assembly.

180. The constitution and functions of this Committee are described in Rules 230 and 231 of the Rules of Procedure and Conduct of Businesses of the U. P. Legislative Assembly, 1958, which are reproduced below for ready reference :

Constitution
and functions
of the
Committee
on Public
Accounts

Committee on Public Accounts

“230. *Constitution of the Committee*—(1) There shall be a Committee on Public Accounts for the examination of the Reports of the Comptroller and Auditor General of India relating to the Appropriation Accounts of the State, the annual financial accounts of the State or such other accounts or financial matters as are laid before it or referred to it or which the Committee deems necessary to scrutinize.

(2) The Committee on Public Accounts shall consist of not more than 21 members who shall be elected by the House every year from amongst its members according to the principle of proportional representation by means of the single transferable vote :

Provided that no Minister shall be appointed a member of the Committee and if a member of the Committee is appointed a Minister he shall cease to be a member of the Committee from the date of such appointment.

(3) The Chairman shall be elected by the Committee from amongst its members.

231. *Functions of the Committee*—(1) In scrutinising the Appropriation Accounts of the State and the report of the Comptroller and Auditor General of India it shall be the duty of the Public Accounts Committee to satisfy itself—

(a) that the moneys shown in the accounts as having been disbursed were legally available for and applicable to the service or purpose to which they have been applied or charged ;

(b) that the expenditure conforms to the authority which governs it; and

(c) that every re-appropriation has been made in accordance with such rules as may be prescribed by the competent authority.

(2) It shall also be the duty of the Public Accounts Committee—

(a) to examine the statement of accounts showing the income and expenditure of State Corporations, trading and manufacturing schemes and projects together with the balance-sheets and statements of profit and loss accounts which the Governor may have required to be prepared or are prepared under the provisions of the statutory rules regulating the finances of a particular corporation, trading concern or project and the report of the Comptroller and Auditor-General thereon;

(b) to examine the statement of accounts showing the income and expenditure of autonomous and semi-autonomous bodies the audit of which may be conducted by the Comptroller and Auditor General of India either under the directions of the Governor or by a statute, and

(c) to consider the report of the Comptroller and Auditor General in case where the Governor may have required him to conduct an audit of any receipts or to examine the accounts of stores and stock."

181. The other general rules of procedure applicable to the Committee on Public Accounts as well as to the other Committees of the Legislative Assembly are contained in Rules 201 to 223, of the Rules of Procedure and Conduct of Business of Uttar Pradesh Legislative Assembly, 1958, except Rule 202 (1) which does not apply to the Committee on Public Accounts in view of the provisions of Rule 230 (3). (see Appendix H).

182. The Comptroller and Auditor General of India, or his representative the Accountant General, U. P., and the Finance Secretary or his representative are invited to attend the meetings of the Committee. These officers may offer their advice on any matter which comes under discussion.

183. The Committee is entitled to offer criticism and make recommendations or suggestions upon any matter discussed in the Appropriation and Finance Accounts and the Reports thereon received from the Comptroller and Auditor-General of India in respect of both receipts and expenditure (voted or charged) or any other matter referred to it by Government or examined by it on its own motion.

184. The report of the Committee on Public Accounts will be presented to the Assembly by the Chairman of the Committee. Thereafter copies of the report will be sent by the Assembly Secretariat to the Administrative Departments of the Secretariat for taking necessary action on the recommendations of the Committee and also to the Accountant General, U. P., the Finance Department, the Comptroller and Auditor-General of India, other States and the Government of India, for information. Action taken by the departments concerned on the recommendations of the Committee shall be communicated by them to the Assembly Secretariat, the Finance Department and the Accountant General:

Presentation of the Committee's Report to the Legislative Assembly.

Provided that the Committee may, if it so desires, direct that any of its recommendations be sent to the department concerned for immediate necessary action without waiting for the report to be presented to the Assembly. In such a case, a copy of recommendation of the Committee shall also be sent to the Accountant General and the Finance Department for information. Action taken by the department concerned on such a recommendation shall be communicated by the department to the Assembly Secretariat, the Finance Department and the Accountant General.

185. The departments and officers concerned shall keep secret all papers concerning the action taken on the recommendations of the Committee sent to them in advance till the report is laid on the table of the Legislature.

186. Action to give effect to the recommendations of the Committee and of the Legislative Assembly will be taken by the departments concerned, but the Legislative Assembly Secretariat is responsible for seeing that such action has been taken.

187. A memorandum showing the action taken, or proposed to be taken, on the recommendations of the Committee by the various departments of the Government shall be prepared by the Assembly Secretariat in consultation with the Finance Department, and shall be placed before the Committee. The Committee after considering it may make such recommendations as may seem necessary and submit its report to the House.

188. The Committee will examine the replies regarding the action taken and will report to the House in its next report whether it considers the action taken by the departments to be adequate or otherwise.

Accountant
General's
comments
on the action
taken on
Committee's
recommen-
dations.

189. The Accountant General in the next and subsequent Appropriation Accounts and his reports thereon and the Comptroller and Auditor-General of India in his comments on those Accounts may refer to the action which has been taken by the Government in respect of cases previously reported by him and may comment on the adequacy or otherwise of the action taken by the Government.

Excess
grants.

190. The procedure for dealing with the demands for excess grants has been described in Section IV of Chapter XIV.

CHAPTER XVII

COMMITTEE ON ESTIMATES

191. The Committee on Estimates is a committee constituted by the Legislative Assembly for the examination of such of the estimates as may seem fit to the Committee or are specifically referred to it by the House. The constitution and the functions of the Committee are regulated by the Rules of Procedure and Conduct of Business of the Legislative Assembly as may be in force from time to time.

192. The functions of the Committee, as stated in the rules in force at present, are—

(a) to report what economies, improvements in organization, efficiency or administrative reform consistent with the policy underlying the estimates, may be effected;

(b) to suggest alternative policies in order to bring about efficiency and economy in administration ;

(c) to examine whether the money is well laid out within the limits of the policy implied in the estimates ; and

(d) to suggest the form in which the estimates shall be presented to the Assembly.

193. The Committee may continue its examination of the estimates from time to time throughout the financial year and report to the House as its examination proceeds. It is not incumbent on the Committee to examine the entire estimates of any one year. The demands for grants may be finally voted notwithstanding the fact that the Committee has made no report.

194. The Committee presents its reports to the Legislative Assembly and also sends copies thereof to the administrative departments concerned and such other authorities as it may consider necessary, for such action as the Chairman may direct. Copies are also sent to the Finance Department.

CHAPTER XVIII

PUBLIC ACCOUNT OF THE STATE

195. All revenues received by the Government of a State, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by the Government in repayment of loans granted by that Government are credited into the Consolidated Fund of the State and provision is made in the Appropriation Bill passed under Article 204 of the Constitution for the appropriation out of the Consolidated Fund of all moneys required to meet the grants made by the Assembly and the expenditure charged on the above Fund. All other public moneys received by or on behalf of the Government of a State are credited to the Public Account of that State, and disbursements from that account, outside the Consolidated Fund of the State, do not require any appropriation of funds by the Legislature.

196. The main divisions of the public account of this State are—

- (i) Unfunded Debt.
- (ii) Deposits and Advances.
- (iii) Remittances.

The first two divisions deal with receipts and payments in respect of which Government becomes liable to repay the moneys received or has a claim to recover the amounts paid together with repayments of the former and recoveries of the latter. These are the transactions in respect of which the Government acts as a banker, receiving the amounts which it afterwards repays and paying out of the amounts which it subsequently recovers, e.g., deposits of Local Funds, Provident Funds of Government employees and departmental advances, etc. The third division comprises merely adjusting heads under which appear remittances between treasuries and transfers between different accounting circles. All initial debits or credits are cleared eventually by adjustment under final heads.

The debt, deposit and remittance transactions appear in the State Budget under the following heads:

- (1) S—Unfunded Debt;
- (2) T—Deposits and Advances—
 - I—Deposits bearing interest,
 - II—Deposits not bearing interest—
 - (A) Sinking Funds,
 - (B) Reserve Funds, and
 - (C) Other Deposit Accounts—
 - (a) Deposits of Local Funds;
 - (b) Departmental and Judicial Deposits, and
 - (c) Other Accounts.
 - III—Advances not bearing interest—
 - (i) Departmental Advances,
 - (ii) Permanent Advances, and
 - (iii) Account with other Governments and Reserve Bank.
 - IV—Suspense.
- (3) U—Remittances.

197. The term 'Unfunded Debt' is used to describe a number of interest-bearing obligations of Government in respect of funds deposited with them. The various Provident Funds for Government employees and the State Government Insurance Fund are classified under this head. Government pay interest on the sums deposited in them. Provision for the annual charge on account of interest creditable to the account of the deposits is, however, made under the head "16—Interest on debt and other obligations."

T—DEPOSITS AND ADVANCES

I—DEPOSITS BEARING INTEREST

Depreciation Reserve Fund Irrigation (U P.)

198. Transactions pertaining to the Depreciation Reserve Fund of the schemes in the Irrigation Department are recorded under this head. This fund is intended to provide a reserve sufficient to meet the cost of the renewals and replacements of plant and machinery, etc., as and when required, to keep the irrigation schemes in efficient working order. Provision for depreciation is made under the Grant relating to expenditure on Irrigation Works met from Revenue and the expenditure on renewals and replacements is initially booked under that Grant but subsequently transferred to the accounts of this Fund and the equivalent amount is taken in reduction of expenditure under the revenue expenditure heads concerned. Interest from State revenues is allowed on the uninvested balances of the Fund and is credited to the relevant revenue receipt head and the interest earned on investments is also credited to that receipt head.

II—DEPOSITS NOT BEARING INTEREST

199. This part consists of three divisions, namely:

- (A) Sinking Funds.
- (B) Reserve Funds, and
- (C) Other deposit accounts.

(A) Sinking Funds

Provision for amortisation of open market loans is governed by the terms of notification of each loan. It is generally obligatory for the Government, under the terms of the prospectus, to provide for a Sinking Fund (Depreciation) from current revenues to be utilised for purchasing the securities of the loan for cancellation. The annual contribution to the Sinking Fund (Depreciation) is calculated at a certain percentage of the nominal value of the loan concerned. It is also compulsory to make such additional annual contributions to a Sinking Fund towards the liquidation of the open market loan as the Government may decide from time to time to be necessary. A Sinking Fund has also been created for the amortization of the Government of India loans repayable in one instalment. Another Sinking Fund has been constituted for redemption on maturity, of Zamindari Abolition Compensation Bonds Stocks Certificates. The amounts allotted to the Sinking Funds are credited to the head "Deposits and Advances—Deposits not bearing interest—Sinking Funds" by charge to the revenue head "17—Appropriation for Reduction or Avoidance of Debt".

Sinking funds created for depreciation of loans are used in purchasing securities of the loans for cancellation, if available in the market and provision, equal to the annual contributions from revenue *plus* the

amounts, if any, left unutilized in cancelling securities in the previous year, are made each year in the State budget on the disbursement side of the head "Sinking Funds". On actual cancellation of the securities the nominal value is debited to the head "Permanent Debt" by *per contra* credit to the head, "Deposits and Advances—Miscellaneous Government Account".

Amounts at credit of sinking funds, created for liquidation of open market loans on their maturity, are generally invested in Government securities and the interest realised on securities is credited to the sinking funds concerned. The amount so invested is debited to the head "Sinking Fund Investment Account".

(B) *Reserve Funds*

There are a number of Reserve Funds, fed by contributions from the Consolidated Fund of the State, which have been created for certain purposes. The notable ones at present are :

- (i) The U. P. Famine Relief Fund.
- (ii) The U. P. Zamindari Abolition Fund.
- (iii) Revenue Reserve Fund.
- (iv) The U. P. Road Fund.
- (v) Depreciation Reserve Funds of Government commercial concerns—

Government Central Press.

Government Bus Services.

Cement Factory.

Precision Instruments Factory.

(i) *The U. P. Famine Relief Fund*

The U. P. Famine Relief Fund, which was established under the U. P. Famine Relief Fund Act, 1936, to replace the Famine Relief Fund, is meant for expenditure on (1) the relief of serious famine, and (2) the relief of distress of a serious nature arising from draughts, floods and other natural calamities. The balance at credit of the Famine Relief Fund was transferred to the newly constituted Fund and invested in securities of the Central Government. The Fund is fed from assignments made to it from State revenues from time to time. Such assignments are charged on the Consolidated Fund of the State and debited to the revenue head "64—Famine and Transfers to Famine Relief Fund" by credit to the Fund in the deposit section of the accounts. Expenditure on famine relief measures is initially charged to the revenue head mentioned above but subsequently adjusted by debit to the accounts of the Fund and credit to the revenue receipt head "XLVII—Transfers from Famine Relief Fund".

(ii) *The U. P. Zamindari Abolition Fund*

The Zamindari Abolition Fund was created in 1949 with an initial transfer of revenue amounting to rupees one crore. The deposits made by the tenants for the acquisition of *bhumidhari* rights under the U. P. Agricultural Tenants (Acquisition of Privileges) Act, 1949, were credited to the Fund. Since the abolition of Zamindari the deposits made by *sirdars* for acquisition of *bhumidhari* rights under the U. P. Zamindari

Abolition and Land Reforms Act, 1950, are being credited to the Fund. The moneys at the credit of the Fund are invested from time to time and the interest accruing on such investments is also credited to the Fund. Withdrawals from this Fund are made for payment of compensations and rehabilitation grants to ex-zamindars and tenure-holders

(iii) *Revenue Reserve Fund*

A Revenue Reserve Fund has been instituted since 1941-42 for the purpose of receiving a portion of the revenue surplus which the accounts for any year may disclose. The primary object of the Fund was to provide a reserve for expenditure on post-war development of the State. The Fund is now used, where necessary, to cover revenue deficit in any year arising from increased developmental activities or any other reasons.

(iv) *The U. P. Road Fund*

This Fund is fed from receipts under the U. P. Motor Vehicles (Taxation) Act and has been created to provide a reserve for expenditure on construction, maintenance and improvement of State roads and on payment of grants to local bodies for improvement of their roads. Grants are also paid out of this Fund to certain local bodies and other authorities for loss of income consequent on the passing of that Act. The actual expenditure met from this Fund in various departments is booked initially under the service heads concerned and ultimately transferred to the Fund.

(v) *Depreciation Reserve Funds*—Government Central Press, Government Bus Services, the Cement Factory and the Precision Instruments Factory.

Provisions for depreciation calculated on the value of plant and machinery, motor buses and trucks, etc., are made each year under the relevant revenue expenditure heads and the amounts so provided are credited to the accounts of these Funds. Expenditure on renewals and replacements is budgeted and accounted for under the respective heads, and equivalent sums are transferred at the end of the year to the account of the Funds.

(C) *Other deposit accounts*

This division consists of (i) current accounts of Local Funds and other local authorities who are permitted to bank with Government treasuries, (ii) transactions relating mainly to sums deposited with the Government in the daily course of public business by or on behalf of the members of the public, such as security deposits of contractors, personal deposits, deposits made in Revenue Courts or in connection with the revenue administration, sums received in advance from Municipal Boards and other bodies financially independent of Government, for payment of compensation for land acquired for such bodies, and (iii) transactions, connected with funds accumulated from grants made by another Government, e.g., fund formed from subventions from the Central Road Fund and funds accumulated from contributions made by outside agencies, e.g. deposit accounts of grants made by the Indian Central Cotton Committee, the Indian Sugarcane Committee, the Indian Council of Agricultural Research, the Indian Oilseeds Committee, etc. In respect of these, the method of accounting is as follows:

Subventions from Central Road Fund

The Central Road Fund has been constituted by the Government of India for the development of road communications, and the additional

revenue from the extra duties of customs and excise on motor spirit are transferred to it. After excluding a certain portion as the share of the Civil Aviation Department in respect of petrol consumed for aviation purposes, the Government of India apportion 20 per cent of the annual receipts to their own reserve and allocate the balance to the States in proportion to the consumption of petrol in each State. The whole amount is, however, retained by the Central Government until it is actually required for expenditure. Subventions made from the Central Road Fund out of allocations to the State Government for expenditure on road development are credited to the deposit head "Subventions from Central Road Fund". The actual expenditure incurred from time to time on approved schemes of road development is initially charged to the head "50—Public Works". An equivalent amount is then adjusted by debit to the aforesaid deposit head and *per contra* credit to the above revenue expenditure head where it is taken in reduction of expenditure.

Deposit Accounts of grants made by outside agencies

The grants made are credited to the relevant deposit accounts. The expenditure out of the moneys held in these accounts is budgeted and accounted for as ordinary expenditure under the revenue expenditure heads concerned adjustable at the end of the year by debit to the relevant deposit accounts and credit to the revenue expenditure heads where it is taken in reduction of expenditure.

III—ADVANCES NOT BEARING INTEREST

200. The transactions recorded under this group relate to (i) interest-free temporary advances granted to Government servants for financing specific schemes, such as, advance to the Director of Animal Husbandry for financing the purchase and sale of milk to welfare centres, advance to Local Self-Government Engineering Department for purchase of spare parts and chemicals for municipal water-works, (ii) advances of a permanent nature held by officers of Government to enable them to incur contingent expenditure on the day to day administration to be recouped by drawing bills at convenient intervals, and (iii) receipts and payments on account of Reserve Bank appearing in the Government accounts and transactions between the Government of Uttar Pradesh and some other Governments.

IV—SUSPENSE

201. Under this head are recorded those items of payments or receipts which for insufficient information or other reasons cannot be accounted for directly under proper heads of account: that is, this head is intended for temporary accommodation of transactions affecting the balances of the State, pending final adjustments on receipt of debits and credits. The amounts invested out of the cash balances in securities are also booked on the disbursement side of the suspense account and the credits received on maturity or sale of the securities are accounted for on its receipts side. The interest which is earned on these investments is credited as receipts under the head "XVI—Interest—Interest realized on investments of Cash balances."

U—REMITTANCES

202. Cash remittances between treasuries themselves, between treasuries and departmental accounts and transactions of Public Works Officers with treasuries and other officers of the Civil Departments including cheques issued, are recorded under this head.

CHAPTER XIX

MISCELLANEOUS

203. All Heads of Departments and other controlling and disbursing officers, as well as the officers of the administrative departments in the Secretariat who have to deal with budgets and the sanctioning of expenditure, are expected to make themselves thoroughly familiar with the rules contained in this Manual. Adequate knowledge of the important financial and accounting rules contained in the various Financial Handbooks and in the various Departmental Codes and Manuals is also necessary for them. Ignorance of rules is never accepted as a plea for absolving an officer from the responsibility devolved on him in financial matters.

204. The need for effective control and strict economy in expenditure has repeatedly been emphasized in various Government orders issued from time to time. In spite of this, cases often come to notice in which it is revealed that some waste of public money has taken place. In relation to certain official transactions, the amounts wasted may be small sums. For example, a telegram may be sent where, if a little forethought had been exercised and slightly prompter action had been taken, a letter would have sufficed. A telephone call may be made where a letter might have served the purpose equally well. An urgent telephone call may have been put through where an ordinary call would have been enough. Lights and fans may be left turned on unnecessarily. Excess postage stamps may be put on envelopes, and so on. In other cases the amounts wasted may be very large sums, as when tools and plant are ordered without sufficient care and are later on found to be unsuitable for the purposes in view; or stores and materials are stocked very much in excess of requirements and deteriorate through lack of care or passage of time; or when the execution of large works is taken in hand without proper approved designs or estimates and a necessity of modifying the designs or estimates is discovered at a later stage, resulting in certain nugatory expenditure. The employment of unnecessarily large staff in Government offices, failure to enforce reasonable standards of work and outturn, failure to take proper care of Government property, failure to ensure that the State gets its full money's worth when purchases are made on its behalf of goods or services, are some of the other forms of wastefulness which often come to notice. It is the duty of every public servant to strive to the utmost of his capacity to eliminate all unnecessary or infructuous expenditure. It is needless to add that any drive for economy in public expenditure can be successful only if the large majority of public servants, and, in particular, the senior officers in charge of the important spending departments, participate in the drive and co-operate with the Government to the fullest possible extent. The Heads of Departments and other senior officers can do much by precept and example, by supervision and by control, to make their subordinates truly economy minded.

205. It must be added here that the mere observance of rules and regulations will not result in all the economy that is possible. The observance of the rules and regulations will certainly eliminate many losses

which would otherwise have occurred; and to that extent government money will undoubtedly be saved. But rules and regulations are in general designed only to delimit the sphere of any particular type of expenditure and to prevent mal-practices. Within that delimitation or restriction, however, there is always considerable scope for the exercise of discretion, specially in regard to the extent of expenditure, on the part of the spending officer. This discretion, if properly exercised, ensures that government money is spent in the most economical manner possible. If the discretion is improperly or carelessly exercised, the rules will merely ensure that the expenditure is not technically irregular. They cannot ensure that the expenditure has been as economical as possible. To put this in other words, spending officers must not only act in strict accordance with the various rules and regulations but should apply those rules and regulations in a spirit of devotion to the interests of the State. The rules should be administered not just mechanically but in an intelligent manner so that the intention behind the rules is fully realised. Spending officers should constantly remind themselves of the fact that every public officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money. The best way of ensuring economy in public expenditure is for every officer to keep this principle in the forefront of his mind always.

206. A related question to which a reference must also be made is the elimination of certain kinds of expenditure. It may be that a particular existing scheme or service is being administered with due regard to economy. But it may be possible either to give up the scheme altogether (because it has outlived its utility or has not come up to expectations or changed circumstances have made its continuance unnecessary), to amalgamate it with some other allied scheme or service, or at least to modify it in such a manner that the expenditure incurred on it is appreciably reduced.

207. Expenditure on contingencies has to be incurred with utmost care. Attempts are sometimes made, in the closing weeks of the financial year, to use up the full provision for contingencies by making purchases which are either unnecessary or of no real urgency. This practice must stop and no purchases whatsoever of furniture and office equipment, etc., for use in office or in touring should be allowed after February 15 in any financial year. The supervisory and inspecting officers in the course of their visits or inspections of their subordinate offices must make a point of checking the details of contingent expenditure and satisfying themselves that the above instruction has not been infringed, that no expenditure has been incurred on avoidable items and that in respect of items which are necessary no lavishness has been indulged in. If any case comes to notice in which Government's instructions have not been observed, the question of taking suitable disciplinary action against the officials at fault should be examined in accordance with proper procedure.

Pro forma Accounts for commercial undertakings

208. As far as possible *pro forma* accounts should be maintained in respect of all schemes and undertakings of Government which have been declared as "commercial", in such details as may be prescribed by Government in consultation with the Accountant General, and the latest

known profit and loss position of each such scheme or undertaking should be indicated when proposals for provision of funds for expenditure are submitted to Government.

Other miscellaneous provisions

209. The Finance Department will maintain a list of officials and of non-official institutions and individuals to whom copies of the budget literature are to be supplied free of cost or on payment. Copies will be supplied to them as soon as they are released for issue.

210. A calendar showing the more important dates of the budget programme is given in Appendix D.

APPENDICES

APPENDIX A

STATUTORY PROVISIONS RELATING TO BUDGET PROCEDURE, ETC

- (1) The Constitution of India. Articles 202—209, 266-267, 282—284 and 293
- (2) Rules of Procedure and Conduct of Business of the U. P. Legislative Assembly. Rules 184—189 and 193—200
- (3) Rules of Procedure and Conduct of Business of the Uttar Pradesh Legislative Council. Rules 210-211
- (4) Uttar Pradesh Rules of Business, 1955 :
 - Part I—Disposal of Business. Rule 7
 - Part III—Departmental Disposal of Business—B—Finance Department. Rules 31—33 and 34 (3)
- (5) The Uttar Pradesh Secretariat Instructions, 1955 :
 - Chapter IV—Departmental Business—A—General and C—Finance Department. Instructions, 8 (1), and 12—15

(1) *Extracts from the Constitution of India*

Procedure in Financial Matters

202. (1) The Governor shall in respect of every financial year cause to be laid before the House or Houses of the Legislature of the State a statement of the estimated receipts and expenditure of the State for that year, in this part referred to as the "annual financial statement".

Annual
financial
Statement's

(2) The estimates of expenditure embodied in the annual financial statement shall show separately—

(a) the sums required to meet expenditure described by this Constitution as expenditure charged upon the Consolidated Fund of the State; and

(b) the sums required to meet other expenditure proposed to be made from the Consolidated Fund of the State; and shall distinguish expenditure on revenue account from other expenditure.

(3) The following expenditure shall be expenditure charged on the Consolidated Fund of each State—

(a) the emoluments and allowances of the Governor and other expenditure relating to his office;

(b) the salaries and allowances of the Speaker and the Deputy Speaker of the Legislative Assembly, and, in the case of a State having a Legislative Council, also of the Chairman and the Deputy Chairman of the Legislative Council;

(c) debt charges for which the State is liable including interest, sinking fund charges and redemption charges, and other expenditure relating to the raising of loans and the service and redemption of debt;

(d) expenditure in respect of the salaries and allowances of Judges of any High Court;

(e) any sums required to satisfy any judgment, decree or award of any court or arbitral tribunal;

(f) any other expenditure declared by this Constitution, or by the Legislature of the State by law, to be so charged.

Procedure
in Legisla-
ture with
respect to
estimates,

203. (1) So much of the estimates as relates to expenditure charged upon the Consolidated Fund of a State shall not be submitted to the vote of the Legislative Assembly, but nothing in this clause shall be construed as preventing the discussion in the Legislature of any of those estimates.

(2) So much of the said estimates as relates to other expenditure shall be submitted in the form of demands for grants to the Legislative Assembly, and the Legislative Assembly shall have power to assent, or to refuse to assent, to any demand, or to assent to any demand subject to a reduction of the amount specified therein.

(3) No demand for a grant shall be made except on the recommendation of the Governor.

Appropriation
Bills.

204. (1) As soon as may be after the grants under Article 203 have been made by the Assembly, there shall be introduced a Bill to provide for the appropriation out of the Consolidated Fund of the State of all moneys required to meet—

(a) the grants so made by the Assembly; and

(b) the expenditure charged on the Consolidated Fund of the State but not exceeding in any case the amount shown in the statement previously laid before the House or Houses.

(2) No amendment shall be proposed to any such Bill in the House or either House of the Legislature of the State which will have the effect of varying the amount or altering the destination of any grant so made or of varying the amount of any expenditure charged on the Consolidated Fund of the State, and the decision of the person presiding as to whether an amendment is inadmissible under this clause shall be final.

(3) Subject to the provisions of Articles 205 and 206, no money shall be withdrawn from the Consolidated Fund of the State except under appropriation made by law passed in accordance with the provisions of this Article.

Supplemen-
tary, addi-
tional or
excess
grants.

205. (1) The Governor shall—

(a) if the amount authorised by any law made in accordance with the provisions of Article 204 to be expended for a particular service for the current financial year is found to be insufficient for the purposes of that year or when a need has arisen during the current financial year for supplementary or additional expenditure upon some new service not contemplated in the annual financial statement for that year, or

(b) if any money has been spent on any service during a financial year in excess of the amount granted for that service and for that year,

cause to be laid before the House or the Houses of the Legislature of the State another statement showing the estimated amount of that expenditure or cause to be presented to the Legislative Assembly of the State a demand for such excess, as the case may be.

(2) The provisions of Articles 202, 203 and 204 shall have effect in relation to any such statement and expenditure or demand and also to any law to be made authorising the appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure or the grant in respect of such demand as they have effect in relation to the annual financial statement and the expenditure mentioned therein or to a demand for a grant and the law to be made for the authorisation of appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure or grant.

206. (1) Notwithstanding anything in the foregoing provisions of this Chapter, the Legislative Assembly of a State shall have power—

Votes on account, votes of credit and exceptional grants.

(a) to make any grant in advance in respect of the estimated expenditure for a part of any financial year pending the completion of the procedure prescribed in Article 203 for the voting of such grant and the passing of the law in accordance with the provisions of Article 204 in relation to that expenditure;

(b) to make a grant for meeting an unexpected demand upon the resources of the State when on account of the magnitude or the indefinite character of the service the demand cannot be stated with the details ordinarily given in an annual financial statement;

(c) to make an exceptional grant which forms no part of the current service of any financial year;

and the Legislature of the State shall have power to authorise by law the withdrawal of moneys from the Consolidated Fund of the State for the purposes for which the said grants are made.

(2) The provisions of Articles 203 and 204 shall have effect in relation to the making of any grant under clause (1) and to any law to be made under that clause as they have effect in relation to the making of a grant with regard to any expenditure mentioned in the annual financial statement and the law to be made for the authorisation of appropriation of moneys out of the Consolidated Fund of the State to meet such expenditure.

207. (1) A Bill or amendment making provision for any of the matters specified in sub-clauses (a) to (f) of clause (1) of Article 199 shall not be introduced or moved except on the recommendation of the Governor, and a Bill making such provision shall not be introduced in a Legislative Council:

Special provisions as to financial Bills.

Provided that no recommendation shall be required under this clause for the moving of an amendment making provision for the reduction or abolition of any tax.

(2) A Bill or amendment shall not be deemed to make provision for any of the matters aforesaid by reason only that it provides for the imposition of fines or other pecuniary penalties, or for the demand or payment of fees for licences or fees for services rendered, or by reason that it provides for the imposition, abolition, remission, alteration or regulation of any tax by any local authority or body for local purposes.

(3) A Bill which, if enacted and brought into operation, would involve expenditure from the Consolidated Fund of a State shall not be passed by a House of the Legislature of the State unless the Governor has recommended to that House the consideration of the Bill.

Procedure Generally

208. (1) A House of the Legislature of a State may make rules for regulating, subject to the provisions of this Constitution, its procedure and the conduct of its business.

(2) * *

(3) In a State having a Legislative Council the Governor, after consultation with the Speaker of the Legislative Assembly and the Chairman of the Legislative Council, may make rules as to the procedure with respect to communications between the two Houses.

209. The Legislature of a State may, for the purpose of the timely completion of financial business, regulate by law the procedure of, and the conduct of, business in, the House or Houses of the Legislature of the State in relation to any financial matter or to any Bill for the appropriation of moneys out of the Consolidated Fund of the State, and, if and so far as any provision of any law so made is inconsistent with any rule made by the House or either House of the Legislature of the State under clause (1) of Articles 208* * * *, such provision shall prevail.

* * * *

266. (1) Subject to the provisions of Article 267, and to the provisions of this chapter with respect to the assignment of the whole or part of the net proceeds of certain taxes and duties to States, * * * * all revenues received by the Government of a State, all loans raised by that Government by the issue of treasury bills, loans or ways and means advances and all moneys received by that Government in repayment of loans shall form one consolidated fund to be entitled "the Consolidated Fund of the State".

(2) All other public moneys received by or on behalf of the * * * Government of a State shall be credited to the public * * * account of the State.

(3) No moneys out of the Consolidated Fund of * * * * a State shall be appropriated except in accordance with law and for the purposes and in the manner provided in this Constitution.

267. (1) * * *

(2) The Legislature of a State may by law establish a Contingency Fund in the nature of an imprest to be entitled "the Contingency Fund of the State" into which shall be paid from time to time such sums as may be determined by such law, and the said Fund shall be placed at the disposal of the Governor * * * of the State to enable advances to be made by him out of such Fund for the purposes of meeting unforeseen expenditure pending authorisation of such expenditure by the Legislature of the State by law under Article 205 or Article 206.

* * * *

Miscellaneous Financial Provisions

282. The Union or a State may make any grants for any public purpose, notwithstanding that the purpose is not one with respect to which Parliament or the Legislature of the State, as the case may be, may make laws.

Expenditure defrayable by the Union or a State out of its revenues.

283. (1) * * * *

(2) The custody of the Consolidated Fund of a State and the Contingency Fund of a State, the payment of moneys into such Funds, the withdrawal of moneys therefrom, the custody of public moneys other than those credited to such Funds received by or on behalf of the Government of the State, their payment into the public account of the State and the withdrawal of moneys from such account and all other matters connected with or ancillary to matters aforesaid shall be regulated by law made by the Legislature of the State, and, until provision in that behalf is so made, shall be regulated by rules made by the Governor of the State.

Custody, etc., of Consolidated Funds, Contingency Funds and moneys credited to the public accounts.

284. All moneys received by or deposited with—

(a) any officer employed in connection with the affairs * * * of a State in his capacity as such, other than revenues or public moneys raised or received by the * * * Government of the State * * * or

(b) any court within the territory of India to the credit of any cause, matter, account or persons, shall be paid into the public account of * * * the State.

Custody of suitors' deposits and other moneys received by public servants and courts.

CHAPTER II

BORROWING

293. (1) Subject to the provisions of this article, the executive power of a State extends to borrowing within the territory of India upon the security of the Consolidated Fund of the State within such limits, if any, as may from time to time be fixed by the Legislature of such State by law and to the giving of guarantees within such limits, if any, as may be so fixed.

Borrowing by States.

(2) The Government of India may, subject to such conditions as may be laid down by or under any law made by Parliament, make loans to any State or, so long as any limits fixed under Article 292 are not exceeded, give guarantees in respect of loans raised by any State, and any sums required for the purpose of making such loans shall be charged on the Consolidated Fund of India.

(3) A State may not without the consent of the Government of India raise any loan if there is still outstanding any part of a loan which has been made to the State by the Government of India or by its predecessor Government, or in respect of which a guarantee has been given by the Government of India or by its predecessor Government.

(4) A consent under clause (3) may be granted subject to such conditions, if any, as the Government of India may think fit to impose.

(2) *Extracts from the Rules of Procedure and Conduct of Business of the U. P. Legislative Assembly, 1958*

PROCEDURE IN FINANCIAL MATTERS

(A) Budget

184. The annual financial statement or the statement of the estimated receipts and expenditure of the State in respect of every financial year (hereinafter referred to as the Budget) shall be presented to the Assembly on such day as the Governor may appoint.

Budget and its presentation.

Discussion of Budget. 185. No discussion on the Budget takes place on the day on which it is presented to the Assembly.

Demands for Grants. 186. (1) No demand for grant shall be made except on the recommendation of the Governor.

(2) A separate demand shall ordinarily be made in respect of the grant proposed for each department of the Government :

Provided that the Finance Minister may include in one demand grants proposed for two or more departments, or make a demand in respect of expenditure which cannot readily be classified under particular departments.

(3) Each demand shall contain, first a statement of the total grant proposed, and then a statement of the detailed estimate under each grant divided into items.

(4) Subject to these rules, the Budget shall be presented in such form as the Finance Minister may, after considering the suggestions, if any, of the Estimates Committee consider best.

Stages of Budget Debate. 187. The Budget shall be dealt with by the Assembly in two stages, namely—

(i) a general discussion, and

(ii) the voting of demands on grants.

General Discussion. 188. (1) On days to be appointed by the Speaker which shall not be earlier than two days subsequent to the day on which the Budget is presented and for such time thereafter, which shall ordinarily be five days, as the Speaker may allot for this purpose, the House shall be at liberty to discuss the Budget as a whole or any question of principle involved therein, but no motion shall be moved at this stage, nor shall the Budget be submitted to the vote of the House.

(2) The Finance Minister shall have a general right of reply at the end of the discussion.

(3) The Speaker may, if he thinks fit, prescribe a time-limit for speeches.

Voting on Demands. 189. (1) The voting on demands for grants shall take place on such days (not exceeding 24 days) as the Speaker may, in consultation with the Leader of the House, allot for the purpose.

(2) The demands for grants shall be presented in such order and discussion shall continue for such time within the period allotted under sub-rule (1) as the Leader of the House, in consultation with the Leader of the Opposition, may determine.

* * * * *

(4) Motions may be moved at this stage to reduce or omit any grant but not to increase or alter the destination of a grant.

(5) No amendment to motions to reduce any grant shall be permissible.

(6) When several motions relating to the same demand are made they shall be discussed in the order in which the heads to which they relate appear in the Budget.

(7) On the last day of the days allocated under sub-rule (1), half an hour or so before the close of the usual sitting of the day, the Speaker shall forthwith put every question necessary to dispose of all the outstanding matters in connection with the demands for grants; and this procedure shall not be anticipated by any motion for adjournment or be interrupted in any manner whatsoever, nor shall any dilatory motion be moved in regard thereto.

* * * * *

193. (1) Notwithstanding anything contained in the preceding rules, motions may be made for grants in advance in respect of the estimated expenditure for unexpected and exceptional grants under Article 206.

Votes on
Credit and
Exceptional
Grants.

(2) Such demands shall be dealt with by the Assembly in the same manner as demands for grants in connexion with the Budget and the rules on the subject shall apply to such demands subject to such modifications as the Speaker may deem necessary.

194. (1) A motion for vote on account shall state the total sum required, and the various amounts needed for each department or service or item of expenditure which compose that sum shall be stated in a schedule appended to the motion.

Vote on
Account.

(2) Amendments may be moved for the reduction of the whole grant or for the reduction or omission of the items whereof the grant is composed.

(3) Discussion of a general nature shall be allowed on the motion or any amendments moved thereto, but the details of the grant shall not be discussed further than is necessary to develop the general points.

(4) In other respects, a motion for vote on account shall be dealt with in the same way as if it were a demand for grant.

195. (1) The Governor may allot one or more days for presentation of a statement of demands for grants in respect of supplementary or additional or excess expenditure under Article 205.

Supplemen-
tary or
additional
grants or
grants for
excess
expenditure.

(2) The Speaker may, from time to time, in consultation with the Leader of the House, allot one or more days for the discussion and voting of such demands. In such cases the same procedure will be followed as is laid down in rules 186, 187, 188, 189, * * * * subject to such modifications as the Speaker may deem necessary.

196. The debate on the supplementary grants shall be confined to its items and no discussion shall be raised on the original grants nor on the policy underlying them save in so far as it may be necessary to explain or illustrate the particular items under discussion.

Scope of
discussion
on Supple-
mentary
Grant.

197. When funds to meet proposed expenditure on a new service or scheme can be made available by re-appropriation, a demand for the grant of a token sum may be submitted to the vote of the House, and if the House assents to the demand, funds may be so made available.

Token
Grant.

(B) Appropriation Bill

198. (1) Subject to the provisions of the Constitution, the procedure in regard to an Appropriation Bill shall be the same as for Bills generally but with such modifications as the Speaker may consider necessary :

Appropriation
Bill.

Provided that no amendment shall be proposed to an Appropriation Bill which will have the effect of varying the amount or altering the destination of any grant made under Article 203.

(2) The Speaker may suspend the operation of any rule for the timely passing of such Bills.

Time limit for disposal of Financial Business. 199. In addition to the powers exercisable by the Speaker under these rules, he may exercise all powers necessary for the purpose of the timely completion of all financial business and may, in particular, allot time for the disposal of various kinds of such business and when the time is so allotted, he shall, at the appointed hour, put every question necessary to dispose of all the outstanding matters in connection with the stage or stages for which the time has been allotted.

Explanation—Financial business includes any business which the Speaker holds as coming within this category under the Constitution.

Publication of Appropriation and Finance Accounts and Audit Reports. 200. As soon as may be practicable after the Appropriation and Finance Accounts and Audit Reports thereon have been laid on the Tables of the Legislature, the Secretary shall issue a notification declaring them to be published for general information.

(3) *Extracts from the Rules of Procedure and Conduct of Business of the Uttar Pradesh Legislative Council*

* * * * *

XVI—Discussion on Financial Statements :

Budget. 210. The annual financial statement of the State, hereinafter referred to as "The Budget", or a statement of supplementary or additional demands for grants, shall be presented to the Council on such day as the Governor may appoint and in such form as the Finance Minister may consider suitable for its consideration by the Council.

General discussion. 211. (1) On a day or days to be appointed by the Chairman in consultation with the Leader of the House, subsequent to the day on which the Budget or a statement of supplementary, additional or excess demands for grants is presented and for such time as the Chairman, in consultation with the Leader of the House, may allot for this purpose, the Council shall be at liberty to discuss the Budget or a statement of supplementary or additional demands for grants as a whole or any question of principle involved therein, but no motion shall be moved nor shall the Budget be submitted to the vote of the Council :

Provided that no discussion on the Budget shall take place earlier than three clear days after the day on which it is presented to the Council.

(2) The Finance Minister shall have a general right to reply at the end of discussion:

Provided that the Chairman may allow any Minister or any member to exercise such general right of reply.

(3) The Chairman may, if he thinks fit, prescribe a time-limit for speeches at any stage of the discussion.

(4) *Extracts from the Uttar Pradesh Rules of Business and Secretariat Instructions, 1955.*

The Uttar Pradesh Rules of Business

* * * * *

7. (1) No Department shall without previous consultation with the Finance Department authorise any orders (other than orders pursuant to any general delegation made by the Finance Department) which—

(a) either immediately or by their repercussion, will affect the finances of the State, or which, in particular,

(i) involve any grant of land or assignment of revenue or concession, grant lease or licence of mineral or forest rights or a right

to water, power or any easement or privilege in respect of such concession; or

(ii) in any way involve any relinquishment of revenue ; or

(b) relate to the number or grading or cadre of posts or the emoluments or other conditions of service or posts.

(2) No proposal which requires the previous consultation of the Finance Department under this rule, but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the *Council.

(3) No re-appropriation shall be made by any Department other than the Finance Department, except in accordance with such general delegation as the Finance Department may have made.

(4) Except to the extent that power may have been delegated to the Departments under rules approved by the Finance Department, every order of an administrative department conveying a sanction to be enforced in audit shall be communicated to the audit authorities by the Finance Department.

(5) Nothing in this rule shall be construed as authorizing any Department, including the Finance Department, to make re-appropriations from one grant specified in the Appropriation Act to another such grant,

* * * * *

31. The Finance Department shall be consulted before the issue of orders upon all proposals which affect the finances of the State and in particular—

(a) proposals to add any post or abolish any post from the public service or to vary the emoluments of any post;

(b) proposals to sanction an allowance or special or personal pay for any post or class of posts or to any servant of the Government of the State ;

(c) proposals involving abandonment of revenue or involving an expenditure for which no provision has been made in the Appropriation Act.

32. The views of the Finance Department shall be brought to the permanent record of the Department to which the case belongs and shall form part of the case.

33. The Finance Department may by general or special order prescribe cases in which its assent may be presumed to have been given.

* * * * *

34. (3) The Finance Department may make rules to govern financial procedure in general in all Departments and to regulate the business of the Finance Department and the dealings of other Departments with the Finance Department.

* * * * *

*Reference is to the Council of Ministers.

The Uttar Pradesh Secretariat Instructions

* * * * *

8. (1) When consultation with the Finance Department is necessary in a case under the rules or under these Instructions, the following procedure shall be followed :

(i) the Secretary (or an officer subordinate to him) in the Administrative Department shall refer the case to the Finance Department or an officer of the Finance Department before submitting the case for consideration of the Minister in charge.

(ii) On receipt of the views of the Finance Department the case shall be disposed of in accordance with the advice of the Finance Department after reference of the case, if necessary, to the Minister in charge, and if the Finance Department have so advised, also to the Minister in charge of the Finance Department. (The reference to the Finance Minister at this stage will of course be made by the Finance Department themselves).

(iii) In case the Administrative Department is unable to accept the advice of the Finance Department, the case shall be referred by the Administrative Department to the Minister in charge, who, if he upholds the viewpoint of the Administrative Department, shall refer the case to the Minister in charge of the Finance Department. If the Minister in charge of the Finance Department does not agree with the views of the Minister in charge and if the Minister in charge still adheres to his views, the disagreement will be resolved by the Chief Minister or decided by the Cabinet, as the circumstances of the case may require.

* * * * *

12. The Finance Department shall be specially charged with the following functions, namely :

(i) It shall in consultation with the Appointment Department frame rules regulating the pay, leave and pension of persons in the service of the State Government, and rules regulating the number, gradings or cadre and emoluments of posts under the State Government, and also be responsible for seeing that these rules are properly applied

(ii) It shall be in charge of the account relating to loans granted by the State Government, and shall advise on the financial aspects of all transaction relating to such loans.

(iii) It shall be responsible for the safety and proper employment of the Famine Relief Fund and for the maintenance of the accounts relating to provident funds, deposits and advances.

(iv) It shall examine and report on all proposals for the increase or reduction of taxation.

(v) It shall examine and report on all proposals for borrowing by the State Government ; shall raise such loans as have been duly authorized and shall be in charge of all matters relating to the service of loans and the discharge of any financial guarantees.

(vi) It shall be responsible for seeing that proper financial rules are framed for the guidance of other departments and that suitable accounts are maintained by other Departments and establishments subordinate to them.

(vii) It shall prepare an estimate of the total receipts and disbursements of the State in each year and shall be responsible during the year for watching the state of the State Government's balances and for their Ways and Means operations.

(viii) In connection with the budget and with supplementary estimates—

(a) It shall prepare a statement of estimated revenue and expenditure to be laid before the Legislature in each year and any supplementary estimates or demands for excess grants which may be submitted to the vote of the Legislative Assembly or, as the case may be, be laid before the Legislature.

(b) For the purpose of such preparation it shall obtain from the Departments concerned material on which to base its estimates, and it shall be responsible for the correctness of the estimates framed on the material so supplied.

(c) It shall examine and advise on all schemes of new expenditure for which it is proposed to make provision in the estimates, and shall decline to provide in the estimates for any scheme which has not been so examined.

NOTE—It will be incumbent upon each department to scrutinize each scheme with which it is concerned and which is to be included in the schedule of new demands, as soon as it is ready during the course of the year and to forward the same with its approval to the Finance Department immediately and not at the far-end of the prescribed time. The Finance Department shall be at liberty to refuse to accept the scheme if it is not sent to them well in advance of the prescribed time.

(d) It shall prepare Appropriation Bills to be introduced in the Legislature providing for the appropriation of moneys out of the Consolidated Fund.

(ix) On receipt of a report from an Audit Officer that expenditure is being incurred for which there is no sufficient sanction, it shall require the Department concerned to obtain sanction or not to incur further expenditure.

(x) On receiving a report that a financial rule has been contravened or a financial irregularity has been committed, it shall take steps to enforce the rule or to stop or rectify the irregularity.

(xi) * * * * *

(xii) It shall advise departments responsible for the collection of revenue regarding the progress of collection and the methods of collection employed

13. (1) After the Legislature has passed an Appropriation Bill—

(i) the Finance Department shall have the power to sanction any re-appropriation within a grant from one major, minor or subordinate head to another ;

(ii) the Minister in charge of a Department shall have power to sanction any re-appropriation within a grant between the heads subordinate to a minor head which does not involve undertaking a recurring liability, provided that a copy of any order sanctioning such a re-appropriation shall be communicated to the Finance Department as soon as it is passed.

(2) The Finance Department shall have power to delegate to the High Commissioner for India, in respect of any grant and subject to any condition which it may specify in this behalf, the power of re-appropriation conferred by clause (1) (i) and to sanction the delegation by a Minister to any officer or class of officers the power of re-appropriation conferred on the Minister by clause (1) (ii).

(3) Copies of all orders sanctioning any re-appropriation which does not require the sanction of the Finance Department shall be communicated to that Department as soon as such orders are passed.

14. The Finance Department shall also be consulted upon all proposals to sanction the relaxation of any financial rule and also before final orders are passed in any case of serious financial irregularity.

15. Where consultation with the Finance Department is necessary under the Rules or under these Instructions, it shall take place before the issue of orders or submission of the case to the Council.*

*Reference is to the Council of Ministers.

APPENDIX B

[See paragraph 21]

List of Major and Minor Heads of Account of State receipts and disbursements

COMPTROLLER AND AUDITOR-GENERAL'S GENERAL DIRECTIONS

1. The minor heads prescribed under each major head may be divided into such subordinate heads as may be required to meet the local or special circumstances of each Government, provided that as regard heads of expenditure, the sub-divisions of minor heads in the general accounts should follow as far as possible the sub-heads and other units of appropriations selected for Demands for Grants and Appropriation Accounts. It shall be an important duty of the Accountant General to see that the sub-divisions of minor heads in the general accounts are not unnecessarily multiplied and that only such heads are opened as are really necessary.

2. All receipts and disbursements in the United Kingdom are finally brought to account on the books of the accounting officers in India under the appropriate heads of accounts concerned.

Exchange in respect of transactions in England pertaining to Commercial Departments and Capital major heads is adjusted under the several major heads under which the transactions in England occur, while exchange pertaining to all revenue and service heads is adjusted in lump under the head "71/1.1—Miscellaneous—Loss or gain by Exchange".

In the case of Commercial Services the transactions relating to which are required to be shown under a distinct minor head, the transactions in England should be brought to account at the average rate of exchange under that head instead of under the minor head "Receipts, Charges in England" and no further adjustment of loss or gain by exchange need be made in respect of such transactions.

3. A new minor head "Works" may, if necessary, be opened under any of the major heads grouped under sections A, C, D and I for the record of expenditure on the construction and repair of such works as may be transferred to the administrative control of the Civil Departments concerned under the orders of the competent authorities. Suitable sub-heads may be provided under the minor head "Works" for the separate exhibition of expenditure under Original Works, Repairs and Other Charges. Receipts, if any, such as rents of buildings, realized from such works should be recorded separately under a suitable detailed head under the appropriate major head of receipts concerned.

4. Expenditure on account of restoration of damage caused by extraordinary casualties, such as flood, fire, etc., if debited to a Capital major head, should be recorded under a separate minor head "Extraordinary Replacements" under that Capital major head.

NOTE—Changes necessitated by the orders relating to rationalization of accounting classification, as contained in the Government of India, Ministry of Finance (Department of Economic Affairs), letter no. F-1 (13)-B-61, dated October 24, 1961 and letter no. 257-Ac/14-G-III, dated March 12, 1962, from the Comptroller and Auditor-General of India have been taken into account in compiling this Appendix.

Where, under the revised arrangement, the old Heads have been continued in the original or modified form at their old places or elsewhere, the connected footnotes will continue to apply with such adaptation as may be necessary due to change in place or change in the nomenclature of the Heads of account, etc. A revised edition of the List of Major and Minor Heads of Account with footnotes re-arranged and re-numbered will be issued by the Comptroller and Auditor-General in due course.

OTHER REMARKS

1. The numbering of footnotes follows the numbering adopted by the Comptroller and Auditor General at present in his List of Major and Minor Heads of Account. The non-continuity of the numbers is due to the omission of certain footnotes connected with the transaction of the Central and other State Governments. The footnotes have been printed at the end of the Appendix instead of at the foot of the various pages.

2. The Minor Head "Expenditure in England" has not been shown under those Major Heads under which no expenditure now occurs or is likely to occur in future.

3. With effect from the year 1961-62, ordinary expenditure and expenditure on schemes included in the States' Five-Year Plans (including 'spill-overs') shall be classified in the budget and accounts by prescribed minor heads (with such further details as may be necessary) subordinate, respectively, to group minor heads "Non-Plan" and "Plan", vide Finance Department G. O. no. B-9461/X—117-1952, dated October 1, 1960.

A--Taxes, Duties and Other Principal Heads of Revenue

Major heads	Minor heads
IV. TAXES ON INCOME OTHER THAN CORPORATION TAX.	Taxes on Agricultural Income.
	Share of net proceeds assigned to States (15-A) †.
	<i>Deduct</i> —Refunds.
V. ESTATE DUTY	Share of net proceeds assigned to States.
A. Estate Duty on Agricultural land.	<i>Deduct</i> —Refunds
B. Estate Duty on property other than Agricultural land.	As under A above.
IX. LAND REVENUE	Ordinary revenue (20).
	Sale of Government Estates.
	Sale-proceeds of waste lands and redemption of land tax (21).
	Rents, etc., of fisheries.
	Recovery of cost of maintenance of boundary pillars.
	Rates and cesses on land.
	Recoveries of overpayments (22).
	Collection of payments for services rendered (23)
	Fees and other receipts in connexion with the consolidation of holdings.
	Miscellaneous (24).
	<i>Deduct</i> —Portion of land revenue due to Irrigation Works
	<i>Deduct</i> —Refunds.
X. STATE EXCISE DUTIES	Country spirits (25).
	Country fermented liquor.
	Malt liquors.
	Wines and spirits (foreign liquors other than beer, medicated wines and commercial spirits)
	Receipts from commercial spirits, including denatured spirits and medicated wines.
	Opium.
	Duties on medicinal and toilet preparations containing alcohol, opium, etc.
	Hemp and other drugs (26)
	Receipts from distilleries.
	Sale of alcohol for use as motor fuel.
	Fines, confiscations and miscellaneous (27).
	Recoveries of overpayments (22).
	Collection of payments for services rendered (23).
	<i>Deduct</i> —Refunds.

Major heads	Minor heads
XI. TAXES ON VEHICLES (35) ..	Receipts under the Indian Motor Vehicles Act. Receipts under the U. P. Motor Vehicles Taxation Act. Other receipts. <i>Deduct—Refunds.</i>
XII. SALES TAX	Receipts under the Central Sales Tax Act. Receipts under the State Sales Tax Act. Licence fees. Miscellaneous. <i>Deduct—Refunds.</i>
XIII. OTHER TAXES AND DUTIES—	
A. Taxes on Luxuries including taxes on Entertainments, Amusements, Betting and Gambling	Entertainment Tax. Betting Tax. <i>Deduct—Refunds</i>
B. Electricity Duties	Fees under the Indian Electricity Rules, 1962 and fees for the electrical inspection of cinemas. Other receipts. (35-A). <i>Deduct—Refunds.</i>
D. Other items (36).	Receipts from Cess and Purchase Tax on sugar-cane. Taxes on sale of motor spirits. <i>Deduct—Refunds.</i>
XIV. STAMPS—	
A. Non-Judicial	Sale of stamps (28). Duty on impressing documents. (29) Fines and penalties (30). Miscellaneous. (31) <i>Deduct—Refunds.</i>
B. Judicial—	
(i) Court-fees	Court-fees realized in stamps.
(ii) Other Receipts	Sale of stamps (32). Fines and penalties (30). Miscellaneous (33). <i>Deduct—Refunds.</i>
XV. REGISTRATION FEES	Fees for registering documents. Fees for copies of registered documents. Miscellaneous (34). <i>Deduct—Refunds.</i>
B—Debt Services	
XVI. INTEREST—	
B. Interest from Commercial Departments.	Interest received from Commercial Departments.
C. Other Interest Receipts	Interest on loans and advances by the State Government. (55) Interest realized on investments of cash balances. (56)

Major heads			Minor heads
C. Other (concl'd.)	Interest	Receipts	Interest portion of equated payments on account of commuted value of pensions. Miscellaneous. (59) <i>Deduct</i> —Refunds.
C. Administrative Services			
XVII. ADMINISTRATION OF JUSTICE			Sale-proceeds of unclaimed and escheated property. Court-fees realized in cash. (61) General fees, fines and forfeitures. (62) Miscellaneous fees and fines. (63) Miscellaneous. Recoveries of overpayments. (22) Collection of payments for services rendered. (23) <i>Deduct</i> —Refunds.
XVIII. JAILS		..	Jails. (64) Jail manufactures. (65) Recoveries of overpayments. (22). Fines realised from prisoners employed on schemes of public utility. <i>Deduct</i> —Refunds.
XIX. POLICE		..	Contribution for Railway Police. (67). Fees, fines and forfeitures (70). Recoveries of overpayments. (22) Collection of payments for services rendered. (23) and (71) Miscellaneous (72) <i>Deduct</i> —Refunds.
XXI. MISCELLANEOUS DEPART- MENTS.			Receipts of Food and Civil Supplies Department. Emigration fees. Examination fees. (88). Administration of Indian Partnership Act, 1932. Miscellaneous. (90). <i>Deduct</i> —Refunds.
D. Social and Developmental Services			
XXII. EDUCATION (74) —			
A. UNIVERSITY		.	Fees, Government Arts Colleges. Fees, Government Professional Colleges.
B. Secondary		..	Fees, Government Secondary Schools.
C. Primary		..	Fees, Government Primary Schools.
D. Special		..	Fees and other receipts, Government Special Schools. (75)
E. General		..	Contributions. (76) Income from endowments. (77)

Major heads	Minor heads
E. General (<i>concl'd.</i>)	.. Recoveries of overpayments. (22) Collection of payments for services rendered. (23) Miscellaneous. (78) <i>Deduct—Refunds.</i>
XXIII. MEDICAL	.. Fees, Medical Schools and Colleges. (79). Hospital receipts. (80) Mental Hospital receipts. (81) Contributions. (76) Income from endowments. (77). Recoveries of overpayments. (22) Collection of payments for services rendered (23) Miscellaneous. <i>Deduct—Refunds.</i>
XXIV. PUBLIC HEALTH	.. Sale-proceeds of sera and vaccines, etc. Contributions. (76) Income from endowments. (77) Recoveries of overpayments (22) Collection of payments for services rendered. (23) Miscellaneous (82) <i>Deduct—Refunds.</i>
XXV. AGRICULTURE	.. Agricultural receipts. (83) Fisheries. Recoveries of overpayments. (22) Collection of payments for services rendered. (23) Transfer from the Deposit Accounts of Grants made by other Governments, Local Funds or other outside Bodies <i>Deduct—Refunds.</i>
XXVII. ANIMAL HUSBANDRY	.. Fees, Veterinary Colleges and Schools. Other receipts. (84) Collection of payments for services rendered. (23) Transfer from the Deposit Accounts of Grants made by other Governments, Local Funds or other outside Bodies. <i>Deduct—Refunds.</i>
XXVIII. CO-OPERATION	.. Audit fees Miscellaneous receipts (85) Transfer from the Deposit Accounts of Grants made by other Governments, Local Funds or other outside Bodies. Receipts from the Sale of milk and milk pro- ducts. <i>Deduct—Refunds.</i>
XXIX. INDUSTRIES	.. Industries. Cottage and Small-scale Industries. Khadi Schemes. Handloom Schemes. Other miscellaneous receipts Price Control of Iron and Steel.

Major heads	Minor heads
XXIX. INDUSTRIES (concl'd.) ..	Recoveries of overpayments. (22) Collection of payments for services rendered. (23) Transfer from the Deposit Accounts of Grants made by other Governments, Local Funds or other outside Bodies. <i>Deduct</i> —Refunds
XXXI. COMMUNITY DEVELOPMENT PROJECTS, NATIONAL EXTENSION SERVICE AND LOCAL DEVELOPMENT WORKS.	
B. NATIONAL EXTENSION SERVICE ..	} National Extension Service. <i>Deduct</i> —Refunds.
D. GENERAL ..	
XXXII. MISCELLANEOUS SOCIAL AND DEVELOPMENTAL ORGANIZATIONS.	Miscellaneous. Labour and employment. Fees for the registration of Trade Unions. Sales of stores and materials. Fees for the inspection of Steam Boilers. Fees realised under the Factories Act, 1948. Petroleum Concession Fees. Miscellaneous. <i>Deduct</i> —Refunds
E. Multipurpose River Schemes, Irrigation and Electricity Schemes	
XXXIV. IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (COMMERCIAL) —	
A. Irrigation Works—	
(1) Productive Works	Direct Receipts— Water rates. (39) Owners' rates. (40) Water-supply of towns. (41), Sales of water. (42) Plantations. (43) Other canal produce. (44) Water-power. (45) Navigation. (46) Rents. (47) Fines. (48) Receipts from workshops. Miscellaneous. (49) Recoveries of expenditure. Indirect Receipts— (a) Portion of land revenue due to works (50). (b) Betterment Levy. <i>Deduct</i> —Refunds.
(2) Unproductive Works—	Same as for A(1) above.

Major heads	Minor heads
XXXIV. IRRIGATION, NAVIGATION EMBANKMENT AND DRAINAGE WORKS (COMMERCIAL) — <i>(concl'd)</i> —	
B Navigation, Embankment and Drainage Works—	
(1) Productive Works—	Direct Receipts— Navigation (46). Sales of water (42). Plantations. (43) Rents. (47) Recoveries of expenditure. Miscellaneous. (49) Indirect Receipts— (a) Portion of land revenue due to works (50) (b) Betterment Levy. Deduct—Refunds
(2) Unproductive Works—	Same as for B (1) above.
XXXV. IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (NON-COMMERCIAL) —	
A. Irrigation Works	Direct Receipts— Water-rates. (39) Owners' rates. (40) Water-supply of towns. (41) Sales of water. (42) Plantations. (43) Other canal produce. (44). Water-power. (45) Navigation. (46) Rents. (47). Fines (48). Recoveries of expenditure. Miscellaneous. (49) Indirect Receipts— (a) Portion of Land Revenue due to works (50) (b) Betterment Levy. Deduct—Refunds.

Major heads	Minor heads
XXXV. IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS NON COMMERCIAL—(con- rld.)—	
B. Navigation, Embankment and Drainage Works.	Direct Receipts— Navigation. (46) Sales of water. (42) Plantations. (43) Rents. (47) Recoveries of expenditure. Miscellaneous. (49) Indirect Receipts— (a) Portion of Land Revenue due to works. (50) (b) Betterment Levy. Deduct—Refunds.
XXXVI. ELECTRICITY SCHEMES—	
A—Hydro-Electric Schemes (Name of each scheme)	Sale of power. Miscellaneous. Deduct—Refunds.
B—Thermo-Electric Schemes— (Name of each scheme)	(As under 'A' above).
F. Public Works (including Roads) and Schemes of Miscellaneous Public Improvements	
XXXVII. PUBLIC WORKS ..	Rents. (47) Ferry receipts. Tolls on roads. Receipts from workshops. Recoveries of expenditure. Miscellaneous. (95). Deduct—Refunds.
G. Transport and Communications (other than Roads)	
XLIII. ROAD AND WATER TRANS- PORT SCHEMES—	
A. Road Transport ..	Road Transport Services. Interest on Depreciation and other Reserve Funds. Deduct—Refunds. I—Miscellaneous
XLVII. TRANSFERS FROM FAMINE RELIEF FUND (97) (327).	

Major heads	Minor heads
XLVIII CONTRIBUTIONS AND RECOVERIES TOWARDS PENSIONS AND OTHER RETIREMENT BENEFITS.	Contributions for pension and gratuities. (99) Miscellaneous. Receipts in England. <i>Deduct</i> —Refunds.
XLIX. STATIONERY AND PRINTING	Stationery receipts (101) Sale of plain paper used with stamps. Sale of Gazettes and other Government publications. Sale of Text Books Other Press receipts. Miscellaneous. (101-A) Receipts in England. <i>Deduct</i> —Refunds.
L1. FOREST	Timber and other produce removed from the forests by Government Agency. Timber and other produce removed from the forests by consumers or purchasers. Drift and waiwood and confiscated forest produce. Revenue from forests not managed by Government. Miscellaneous. <i>Deduct</i> —Refunds.
LII. MISCELLANEOUS (102)	... Unclaimed deposits. Sale of old stores and materials. Sale of land and houses, etc. Fees for Government audit Receipts under the Panchayat Act. Receipts in connection with Elections. (109-A) Rents, rates and taxes. Other fees, fines and forfeitures (105) Receipts from Bus Services. Gain by exchange on local transactions. (107) Recoveries of overpayments. (108) Collection of payments for services rendered. (109) Net gain by exchange on Remittance transactions (109-B). Receipts on account of displaced persons. Uttarakhand Division. Gain on conversion to Decimal Coinage. Miscellaneous (110) Receipts in England. Loss or gain by exchange. <i>Deduct</i> —Refunds.

Major heads

Minor heads

J—Contributions and Miscellaneous Adjustments

LV. STATES' SHARE OF UNION EXCISE DUTIES. States' share of Union Excise Duties.

LVI. GRANTS-IN-AID FROM CENTRAL GOVERNMENT.

A Statutory Grants-in-aid.

Grants under Article 275 of the Constitution.
Other Statutory Grants.
Deduct—Refunds.

B. Other Grants-in-aid.

A separate Minor Head may be opened corresponding to each Major Head.

Miscellaneous—

Grants in lieu of tax on Railway Passenger Fares.

Assistance for natural calamities.

Welfare of Backward classes.

Development of Border Areas.

Relief and Rehabilitation of Displaced Persons.

Miscellaneous.

Deduct—Refunds

LVII. MISCELLANEOUS ADJUSTMENTS BETWEEN CENTRAL AND STATE GOVERNMENTS.

Contributions from the Central Government on account of administration of Petroleum and Explosives Act.

Contributions from the Central Government on account of administration of Indian Arms Act.

LVIII. DIVIDENDS, ETC, FROM COMMERCIAL AND OTHER UNDERTAKINGS.

Government commercial undertakings.
Other commercial undertakings.

A. Collection of Taxes, Duties and other Principal Revenues

4. TAXES ON INCOME OTHER THAN CORPORATION TAX.

Collection of taxes on Agricultural Income.

9. LAND REVENUE

Charges of administration. (121)

Management of Government Estates. (122)

Charges on account of land revenue collections.

Survey, Settlement and Record Operations.

Land Records. (124)

10. STATE EXCISE DUTIES

Superintendence.

District Executive Establishment. (127)

Distilleries.

Cost of opium supplied to State Excise Department (129)

Purchase of alcohol for use as motor fuel.

Major heads	Minor heads
11. TAXES ON VEHICLES	... Charges of collection under Motor Vehicles Acts. Inspection of Motor Vehicles. Other charges. Transfer to the Uttar Pradesh Road Fund.
12. SALES TAX	.. Collection charges.
13. OTHER TAXES AND DUTIES (137).	Collection charges— Entertainment Tax. Betting Tax. Tax on sale of motor spirit and lubricants. Charges under the Electricity Acts.
14. STAMPS—	
A. Non-Judicial	Superintendence. (130) Charges for the sale of stamps. (131) Cost of stamps supplied from Central Stamp Stores. (132)
B. Judicial	... Superintendence. Charges for the sale of stamps (131). Cost of stamps supplied from Central Stamp Stores (132).
15. REGISTRATION FEES	Superintendence. District charges.
B. Debt Services	
16. INTEREST ON DEBT AND OTHER OBLIGATIONS—	
A. Interest on Public Debt and other obligations.	
(1) Interest on Ordinary Debt—	
(i) Debt raised in India ...	1. Interest on Permanent Loans. (139-C) [NOTE.—A separate detailed head to be opened for interest payment on each denomination of loan.]
	2 Discount on loans.
	[NOTE.—Discount relating to each denomina- tion of loan should be shown separately.]
	3. Floating loans— Discount on Treasury Bills. (140) Interest on other floating loans. (141)

Major heads	Minor heads
16. INTEREST ON DEBT AND OTHER... OBLIGATIONS—(contd.) A. Interest on Public Debts and other obligations—(contd.) 1. Interest on Ordinary Debt—(concl'd.) (1) Debt (contd.) (2) Interest on Unfunded Debt.	4. Other items— Management of debt. Expenditure connected with the issue of new loans and sale of securities held in the Cash Balance Investment Account. Miscellaneous. 5 Interest on other loans. (141-A) 6. Deduct—Interest realized on investments of cash balances. (142) Special loans— Interest on loans from the late King of Avadh. Interest on other special loans (145). State Provident Funds. (147) — Interest on General Provident Fund. Interest on Indian Civil Service Provident Fund. Interest on Indian Civil Service (Non-European Members) Provident Fund. Interest on All-India Services Provident Fund Interest on Contributory Provident Funds. Interest on Contributory Provident Pension Fund. Interest on other miscellaneous Provident Funds. Special Deposits Accounts— Interest on U. P. State Insurance Fund. Miscellaneous. (151). Interest on loans taken from the Central Government. Interest on Depreciation Reserve and other Reserve Funds— Interest on Deposits of Depreciation Reserve of Government Commercial undertakings (156). Interest on Amenities Funds of Government Commercial Undertakings. Interest on advances from the Famine Relief Fund for financing State Loan Account
17. APPROPRIATION FOR REDUCTION OR AVOIDANCE OF DEBT.	Sinking Funds (155) Other Appropriations. (156)
C. Administrative Services	
18. PARLIAMENT AND STATE LEGISLATURES—	
B. State Legislature ..	Legislative Council. Legislative Assembly. State Legislature Secretariat.
C. Elections ..	Other Election charges.

Major heads	Minor heads
19. GENERAL ADMINISTRATION—	
A Head of State, Cabinet and Ministers. (157).	Emoluments and/or allowances of the Governor. Secretariat Staff of the Governor. (158). Staff and household of the Governor. (159) Sumptuary allowance of the Governor. Entertainment and Hospitality Expenses. (159-A). Expenditure from contract allowances. (161). Tour expenses (162) Ministers. (157) Other charges. (163-A) Medical facilities to Governors, their families and staff
C. Secretariat and Attached Offices.	Civil Secretariat. (165). Public Service Commission. Board of Revenue. Inspectorate of Offices. Local Fund Audit Establishment. (167)
D Commissioners ..	Commissioners. (168)
E District Administration. (169). (169).	General Establishments. (170) Sub-divisional Establishments. Other Establishments.
F. Works ..	Original Works. Repairs.
G. Miscellaneous ..	Discretionary Grants by Heads of States, etc. (171) Miscellaneous. Charges in England. (117)
21. ADMINISTRATION OF JUSTICE	High Courts. Law Officers. (178) Administrator-General and Official Trustee. Official Assignee. Civil and Sessions Courts. (179) Courts of Small Causes. (180) Charges in England. (117)
22. JAILS	Jails (182). Jail Manufactures. (183) Works.
23 POLICE	... Superintendence. District Executive Force. (185). Police Training Schools and Colleges. Special Police. (187)

Major heads	Minor heads
23. POLICE (<i>concid.</i>)	<p>Village Police.</p> <p>Railway Police. (188)</p> <p>Criminal Investigation Department.</p> <p>Miscellaneous. (192)</p> <p>Works.</p> <p>Charges in England. (117) and (193)</p>
26. MISCELLANEOUS DEPARTMENTS	<p>Civil Supplies Department.</p> <p>Administration of Indian Partnership Act, 1932.</p> <p>State Government Insurance Department.</p> <p><i>Deduct</i>—Amount met from State Government Insurance Fund.</p> <p>Miscellaneous.</p> <p>Charges in England (117).</p> <p><i>Deduct</i>—Amount recovered from other Government Departments, etc</p>
D. Social and Developmental Services	
27. SCIENTIFIC DEPARTMENTS	<p>Archaeological Department</p> <p>Scientific Research.</p> <p>Museums. (218)</p> <p>Grants-in-aid and donations to Scientific Societies and Institutes.</p> <p>Geological Survey.</p>
28. EDUCATION (220)—	
A. University	<p>Grants to Universities. (221).</p> <p>Government Arts Colleges. (222)</p> <p>Grants to non-Government Arts Colleges. (221)</p> <p>Government Professional Colleges. (223)</p> <p>Grants to non-Government Professional Colleges (221)</p>
B. Secondary	<p>Government Secondary Schools. (224)</p> <p>Direct grants to non-Government Secondary Schools (221)</p> <p>Grants to local bodies for Secondary Education. (221).</p>
C. Primary	<p>Government Primary Schools. (224)</p> <p>Direct grants to non-Government Primary Schools. (221)</p> <p>Grants to local bodies for Primary Education. (221)</p>
D. Special	<p>Government Special Schools. (224) and (225)</p> <p>Direct grants to non-Government Special Schools. (221)</p> <p>Grants to local bodies for Special Education. (221)</p>

Major heads	Minor heads
28. EDUCATION (220) — (concl'd.)	
E General	Direction .. Inspection. Scholarships. (226) Promotion of Art and Culture. Miscellaneous. (227) Expenditure on Development of Hindi and State languages. Charges in England. (117), (227-A)
29. MEDICAL (229)	... Medical Establishment. (229). Hospitals and Dispensaries. (230) Grants for medical purposes Medical Colleges and Schools. Mental Hospitals. Chemical Examiner. Miscellaneous Employees' State Insurance Scheme. Works. Charges in England. (117).
30. PUBLIC HEALTH (228).	... Public Health Establishment. (232). Grants for Public Health purposes. (233). Expenses in connexion with epidemic diseases. (234) Works (236). Miscellaneous. Charges in England. (117)
31. AGRICULTURE	.. Direction. (238) Superintendence. (239) Subordinate and Expert Staff. Experimental Farms. (240) Agricultural demonstration and propaganda including public exhibitions and fairs. (241). Agricultural Experiments and Research. (242) Agricultural Education. (243). Agricultural Engineering. Botanical and other public gardens. Special rural uplift schemes. Cane development and regulation of Sugar industry.

Major heads	Minor heads
31. AGRICULTURE (<i>concl.</i>)	Grants-in-aid, Contributions, etc. Colonization Schemes. Miscellaneous. Other charges. Works. Fisheries. Charges in England. (117).
33. ANIMAL HUSBANDRY	Direction. Superintendence. Veterinary Education and Research. Subordinate establishment. Hospitals and dispensaries. Breeding operations (244). Prizes. Bacteriologist. Grants-in-aid, contributions, etc. Other charges. Charges in England. (117)
34. CO-OPERATION	Direction. Superintendence. Grants-in-aid. Other charges. Agricultural Credit Relief and Guarantees. Charges in England. (117)
35. INDUSTRIES	Industries. (245) Cottage and Small Scale Industries. Grants-in-aid, contributions, etc. Price control of iron and steel. Development of Handloom Industry. Development of Khadi Industry. Works. Charges in England. (117).
37. COMMUNITY DEVELOPMENT PROJECTS, NATIONAL EXTENSION SER- VICE AND LOCAL DEVELOPMENT WORKS—	Recurring expenditure on personnel retained on National Extension Service Pattern.
A. Community Development Projects.	
B. National Extension Service.	
C. Local Development Works.	
D. General.	Grants-in-aid
38. LABOUR AND EMPLOYMENT	Factories. (250) Labour. (251). Resettlement and Employment. Grants-in-aid, Contributions, etc. Miscellaneous. Charges in England.

Major heads	Minor heads
39. MISCELLANEOUS SOCIAL AND DEVELOPMENTAL ORGANISATIONS.	Inspector of Steam Boilers. State Statistics. (252) Bureau of Commercial Intelligence, including Statistics. Census— Gazetteer and Statistical Memoirs. National Sample Survey. Preservation and translation of ancient manuscripts. Miscellaneous. <i>Deduct</i> —Amount recovered from other Governments, departments, etc.
DD. Capital account of Social and Developmental Services within the Revenue Account	
E. Multipurpose River Schemes, Irrigation and Electricity Schemes	
49. IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (COMMERCIAL)—	
A. Irrigation Works—	
(a) Productive Works—	
(i) Working Expenses	Extensions and improvements. Maintenance and repairs. Establishment. (51) Tools and Plant. (52). Suspense. (53) Provision for Depreciation, Renewal and Replacements.
(ii) Interest.	Interest.
(iii) Other Revenue Expenditure.	
(b) Unproductive Works—	
(i) Working Expenses	As for A (a) (i) above.
(ii) Interest.	As for A (a) (ii) above.
(iii) Other Revenue Expenditure.	
B. Navigation, Embankment and Drainage Works—	
(a) Productive Works—	
(i) Working Expenses	As for A(a) (i) above.
(ii) Interest.	Interest
(iii) Other Revenue Expenditure.	
(b) Unproductive Works—	
(i) Working Expenses	} As for B (a) above.
(ii) Interest.	
(iii) Other Revenue Expenditure.	

Major heads	Minor heads
44. IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (Non-Commercial) —	
A. Irrigation Works—	
(i) Works	Works. Extension and improvements. Maintenance and repairs Establishment. (51). Tools and Plant. (52). Suspense (53). <i>Deduct</i> —Amount met from Famine Relief Fund.
(ii) Miscellaneous Expenditure.	Establishment. (51). Tools and plant. (52). Other charges. Grants-in-aid. Suspense. (53).
B. Navigation, Embankment and Drainage Works—	
(i) Works.	As for A (i) above.
(ii) Miscellaneous Expenditure.	As for A (ii) above.
C. Expenditure financed from Famine Relief Fund.	Irrigation works— Navigation, Embankment and Drainage works
45. ELECTRICITY SCHEMES—	
A. Hydro-Electric Schemes— (Name of each Scheme)—	
(i) Working Expenses.	Works Maintenance proper. Provision for depreciation as calculated for transfer to the Depreciation Reserve Fund. <i>Less</i> —Amount to be spent from the Depreciation Reserve Fund. Net amount transferred to the Depreciation Reserve Fund. Renewals and replacements from the Depreciation Reserve Fund. Provision for transfer to the Special/Contingency Reserve Fund. <i>Less</i> —Amount to be spent from the Special/Contingency Reserve Fund. Net amount transferred to the Special/Contingency Reserve Fund. Extraordinary renewals and replacements from the Special/Contingency Reserve Fund.

Major heads	Minor heads
45. ELECTRICITY SCHEMES (<i>concl'd.</i>)—Establishment.	
A. Hydro-Electric Schemes (<i>concl'd.</i>)—	Tools and plant.
(Name of each Scheme)	Suspense.
(i) Working Expenses (<i>concl'd.</i>)—	Cost of power creditable to bulk supply.
(ii) Interest.	Interest.
(iii) Other Revenue Expenditure.	Establishment charges.
	Miscellaneous Expenditure (including Surveys).
	Suspense.
B. Thermo-Electric Schemes—	
(Name of each scheme).	
(i) Working Expenses.	As for A (i) above
(ii) Interest.	Interest.
(iii) Other Revenue Expenditure	As for A (iii) above.
EE. Capital Account of Multipurpose River Schemes, Irrigation and Electricity Schemes within the Revenue Account	
48. CAPITAL OUTLAY ON IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS—	
A. Financed from Famine Relief Fund.	Irrigation Works. Navigation, Embankment and Drainage Works.
B. Expenditure within the Revenue Account.	Irrigation Works. Navigation, Embankment and Drainage Works.
C. <i>Deduct</i> —Amount transferred to 99—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works (Commercial) outside the Revenue Account.	Irrigation Works Navigation, Embankment and Drainage Works.
D. Net Capital Expenditure within the Revenue Account.	Irrigation Works. Navigation, Embankment and Drainage Works.
49. CAPITAL OUTLAY ON ELECTRICITY SCHEMES—	
A. Hydro-Electric Schemes.	
(Name of each scheme).	
B. Thermo-Electric Schemes.	
(Name of each scheme).	
C. Amount transferred from 101—Capital Outlay on Electricity Schemes outside the Revenue Account.	
D. <i>Deduct</i> —Amount transferred to 101—Capital Outlay on Electricity Schemes outside the Revenue Account.	
E. Net Capital Expenditure within the Revenue Account.	

Major heads	Minor heads
F. Public Works (Including Roads) and Schemes of Miscellaneous Public Improvements	
50. PUBLIC WORKS	<p>.. Original Works—Buildings. (259) and (260). Land Revenue. State Excise. Stamps. Forest. » Registration. General Administration. Administration of Justice. Jails. Police. Scientific Departments. Education. Medical. Public Health. Agriculture. Animal Husbandry. Co-operation. Industries. Civil Works. (263). Stationery and Printing. Miscellaneous Departments. (264). Original Works—Communication. (265). Original Works—Miscellaneous. (266). Repairs (260) and (267). Petty Construction and Repairs by Civil Departments. (267-A). Establishment. (51). Tools and Plant. (52). Furniture Grants-in-aid. Suspense (53). <i>Deduct</i>—Amount met from subventions from Central Road Fund.</p>
FF. Capital Account of Public Works, (including Roads) and Schemes of Miscellaneous Public Improvements within the Revenue Account	
52. CAPITAL OUTLAY ON PUBLIC WORKS—	
G. Transport and Communications (other than Roads)	
56. AVIATION.	Grants-in-aid.

Major heads	Minor heads
57. ROAD AND WATER TRANSPORT SCHEMES—	
A. Road Transport—	
(i) Working Expenses.	Direction. Operation. Interest.
(ii) Interest.	
(iii) Other Revenue Expenditure.	
I. Miscellaneous	
64. FAMINE RELIEF.	
A. Famine Relief. (270) and (271).	Salaries and establishment (272). Relief works (273). Relief to people employed otherwise than on relief works. Gratuitous relief. (274). Miscellaneous. Deduct—Amount transferred from Famine Relief Fund. (276).
B. Transfer to Famine Relief Fund. (277) and (327).	
65. PENSIONS AND OTHER RETIREMENT BENEFITS.	Superannuation and Retired Allowances. Amount of equated payments of commuted value of pensions transferred from 120—Payments of Commuted value of Pensions outside the Revenue Account. (278). Compassionate Allowances Gratuities. (279). Contributions for pensions and gratuities. (279-A). Family Pensions Old Age Pensions. (280-A). Donations to Provident Funds. (281). Government contribution payable under the Indian Civil Service Family Pension Rules. Charges in England. Equated payments on account of capital outlay on sterling pensions to the Government of India. Pensions, gratuities, etc., of the State Government Insurance Department Deduct—Actual amount of pensions recovered from other Governments Deduct—Pensionary charges transferred to commercial departments and concerns.
66. TERRITORIAL AND POLITICAL PENSIONS.	Territorial and Political Pensions. (277-B).

Major heads	Minor heads
66. TERRITORIAL AND POLITICAL PENSIONS (<i>concl'd</i>)	Charitable allowances <i>Deduct</i> —Actual amount of pensions recovered from other governments.
67. PRIVY PURSES AND ALLOWANCES OF INDIAN RULERS.	Privy purses and allowances of rulers of integrated States and allowances of their relatives and servants. Integrated States, i.e. those merged in the States.
68. STATIONERY AND PRINTING.	<i>I.—Stationery—</i> Stationery Offices and Stores Purchase of Stationery Stores Stationery supplied by other Governments. Discount on plain paper used with stamps Purchase of plain paper used with stamps. <i>Deduct</i> —Value of stationery supplied to other Governments and paying departments <i>II.—Printing—</i> Government Presses. Printing at private presses. Lithography Cost of printing work done by other Governments <i>Deduct</i> —Cost of printing work done for other Governments and paying departments. Printing of Text-books. General Direction (134). Conservancy and Works. Establishment. Grants-in-aid, contributions, etc. Interest on Capital (135). Charges in England Cost of books and periodicals. (287). Donations for charitable purposes (288). Special Commissions of Enquiry. (289). Petty Establishments. Irrecoverable temporary loans and advances written off. (290). Rents, rates and taxes. (291). Grants-in-aid, and Contributions, etc. (292) Assistance for Natural Calamities and scarcity affected areas. Training. (294-A). Expenditure on account of State Prisoners and Detenus. Expenditure on Bus Services. Miscellaneous and unforeseen charges. (295). Amount transferred to Fire and Flood Emergency Fund. Charges in England. (117) and (296). Loss or gain by exchange. (296-A).
70. FOREIGN	
71. MISCELLANEOUS. (286)	

Major heads

Minor heads

II. Miscellaneous Capital Account within the Revenue Account

72. COMMUTATION OF PENSIONS Amount transferred from "120—Payments of commuted value of pensions". (297).

J. Contributions and Miscellaneous Adjustments

75. MISCELLANEOUS ADJUSTMENTS BETWEEN CENTRAL AND STATE GOVERNMENTS. (295).

76. OTHER MISCELLANEOUS CONTRIBUTIONS AND ASSIGNMENTS. Other Miscellaneous Assignments, Compensations, Contributions, etc.

AA. Capital Account of Security Printing Press and Compensation on the Abolition of Zamindari system outside the Revenue Account

92. PAYMENT OF COMPENSATION TO LANDHOLDERS, ETC., ON THE ABOLITION OF THE ZAMINDARI SYSTEM.

Compensation

Deduct—Amount met from the Zamindari Abolition Fund.

DD. Capital Account of Social and Developmental Services outside the Revenue Account

94. CAPITAL OUTLAY ON IMPROVEMENT OF PUBLIC HEALTH (303)

95. CAPITAL OUTLAY ON SCHEMES OF AGRICULTURAL IMPROVEMENT AND RESEARCH. (303).

96. CAPITAL OUTLAY ON INDUSTRIAL DEVELOPMENT (303)

Investments in Government commercial undertakings. (303 A).

Investments in other commercial undertakings (303-A)

Miscellaneous.

Transfer to the State Co-operative Development Fund.

Deduct—Amount met from the State Co-operative Development Fund.

Deduct—Receipts and Recoveries on Capital Account.

EE. Capital Account of Multipurpose River Schemes, Irrigation and Electricity Schemes outside the Revenue Account

99. CAPITAL OUTLAY ON IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (COMMERCIAL)

A. Irrigation Works—**(1) Productive.**

Works.

Establishment. (51)

Tools and Plant. (52).

Suspense. (53).

Deduct—Receipts and recoveries on Capital Account.

Major heads	Minor heads
(2) Unproductive.	Same as for A (1) above.
B. Navigation, Embankment and Drainage Works—	
(1) Productive.	Same as for A (1) above.
(2) Unproductive.	Ditto
C. Deduct—Amount financed from Famine Relief Fund.	
D. Deduct—Capital Expenditure transferred to 48—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works within the Revenue Account.	
E. Add—Amount transferred from 48—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works within the Revenue Account.	
F. Net capital Expenditure outside the Revenue Account.	
100. CAPITAL OUTLAY ON IRRIGATION, NAVIGATION, EMBANKMENT AND DRAINAGE WORKS (Non-Commercial).	
A. Irrigation Works.	Works. Establishment. (51) Tools and Plant. (52). Suspense. (53). <i>Deduct—Receipts and recoveries on Capital Account</i> <i>Deduct—Capital expenditure transferred to 48 Capital outlay on Irrigation, Navigation Embankment and Drainage works within the Revenue Account.</i>
B. Navigation, Embankment and Drainage Works.	Same as for A above.
C. Deduct—Amount met from Famine Relief Fund.	
101. CAPITAL OUTLAY ON ELECTRICITY SCHEMES—	
A. Hydro-Electric Schemes (Name of each scheme).	Works. Establishment. Tools and Plant. Suspense. <i>Deduct—Receipts and recoveries on Capital Account.</i>
B. Thermo-Electric Schemes. (Name of each scheme).	Same as under A above.

Major heads	Minor heads
<p>C. <i>Deduct</i>—Capital Expenditure transferred to 49—Capital Outlay on Electricity Schemes within the Revenue Account.</p> <p>D. <i>Add</i>—Amount transferred from 49—Capital Outlay on Electricity Schemes within the Revenue Account.</p> <p>E. Net Capital Expenditure outside the Revenue Account.</p>	
<p>FF. Capital Account of Public Works (Including Roads) and Schemes of Miscellaneous Public Improvements outside the Revenue Account.</p>	
103. CAPITAL OUTLAY ON PUBLIC WORKS (305).	
109. CAPITAL OUTLAY ON OTHER WORKS.	<p>Original Works—(A separate minor head for expenditure of each department).</p> <p>Establishment.</p> <p>Tools and Plant.</p> <p>Suspense and Miscellaneous.</p> <p>Grants-in-aid.</p> <p>Miscellaneous</p> <p><i>Deduct</i>—Receipts and Recoveries on Capital Account.</p> <p><i>Deduct</i>—Capital expenditure transferred to 52 Capital outlay on Public Works within the Revenue Account.</p>
<p>GG. Capital Account of Transport and Communications (other than Roads) outside the Revenue Account</p>	
114. CAPITAL OUTLAY ON ROAD AND WATER TRANSPORT SCHEMES	
A. Road Transport ...	<p>Motor Transport Services.</p> <p><i>Deduct</i>—Receipts and recoveries on Capital account.</p> <p><i>Deduct</i>—Amounts financed from the Depreciation Reserve Fund— Government Bus Services.</p>
<p>II. Miscellaneous Capital Account outside the Revenue Account</p>	
1119. CAPITAL OUTLAY ON FORESTS.	<p>Organisation, improvement and extension of forests.</p> <p>Communications and buildings.</p> <p>Livestock, stores and tools and plant.</p> <p>Establishment</p> <p>SUSPENSE</p> <p><i>Deduct</i>—Receipts and recoveries on Capital Account.</p>
120. PAYMENTS OF COMMUTED VALUE OF PENSIONS. (306)	<p>Payments of commuted value of pensions—</p> <p>(a) Payments in India.</p> <p>(b) Payments in England</p> <p>Par value.</p> <p>Loss or gain by exchange.</p>

Major heads	Minor heads
120. PAYMENTS OF COMMUTED VALUE OF PENSIONS (<i>concl'd</i>)—	<p><i>Deduct</i>—(1) Capital expenditure transferred to "72 Commutations of pensions within the revenue account".</p> <p>(2) Amount recovered from other Governments.</p> <p>(3) Amount of equated payments transferred to "65—Pensions and other retirement benefits within the Revenue Account".</p> <p>Net expenditure outside the Revenue Account</p>

124. CAPITAL OUTLAY ON SCHEMES OF GOVERNMENT TRADING.
(307-A).

O. Public Debt

Debt raised in India—

I. Permanent Debt. (308). (i) Loans bearing interest, (311).
(A separate head for each denomination of loan)

(ii) Loans not bearing interest—

Expired Loans. (A separate head for each denomination of loan) (309).

II. Floating Debt. (308). Treasury Bills
Other Floating Loans. (310)

III. Loans from the Central Government.

(i) Loans.
(ii) Ways and Means Advances for Plan schemes.
(iii) Other Ways and Means Advances.

IV. Other loans .. Loans from the Indian Central Oil Seeds Committee.

Loans from Khadi and Village Industries Commission.

Loans from the National Co-operative Development and Warehousing Board

Loans from the National Agricultural Credit (Long Term Operations) Fund of the Reserve Bank of India

Loans from the Life Insurance Corporation of India.

Major heads	Minor heads
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S—UNFUNDED DEBT

SPECIAL LOANS	.. Special loans—
	Endowments for Charitable Educational Institutions.
	Endowments by the late King of Oudh. (312)
	First Loan.
	Third and Fifth Loans.
	Sixth Loan.
	Charity Fund.
STATE PROVIDENT FUNDS. (316).	General Provident Fund.
	Indian Civil Service Provident Fund.
	Indian Civil Service (Non-European Members) Provident Fund
	All-India Services Provident Fund.
	Contributory Provident Fund.
	Contributory Provident Pension Fund
	Other Miscellaneous Provident Funds.
	State Government Insurance Fund.
INTEREST SUSPENSE	.. Interest Suspense Account (319)

T—DEPOSITS AND ADVANCES

Part I—Deposits Bearing Interest

(A) Reserve Funds

DEPOSITS OF DEPRECIATION RESERVES OF GOVERNMENT COMMERCIAL UNDERTAKINGS. (320)	A separate minor head for each separate account.
DEPOSITS OF OTHER RESERVE FUNDS OF GOVERNMENT COMMERCIAL UNDERTAKINGS. (320-A)	A minor head for each separate undertaking.
Depreciation Reserve Fund—Irrigation.	Reserve Fund.
	Reserve Fund Investment Account.
Depreciation Reserve Fund—Electricity.	Rihand Project—Reserve Fund
	Reserve Fund Investment Account.
Deposits of Reserves for the Rehabilitation of the assets of the Government commercial concerns.	A minor head for each commercial concern.

Major heads	Minor heads
Reserve Funds—Transport ..	(i) Accident Reserve Fund. (ii) General Reserve Fund. (iii) Road Transport Department Betterment Fund.
Contingency Reserve Fund—Electricity. ..	Contingency Reserve Fund—Contribution from/Transfer to the Revenue Account. Investment Account—Sale/Purchase of Securities.
DEPRECIATION RESERVE FUND— GOVERNMENT PRESSES. STATE TRANSPORT AMENITIES RESERVE FUND.	As in column 1.
Part II—Deposits Not Bearing Interest	
(A) SINKING FUNDS	
APPROPRIATION FOR REDUCTION OR AVOIDANCE OF DEBT.	Sinking Funds (321). Other Appropriations (322).
SINKING FUNDS FOR LOANS GRANTED TO LOCAL BODIES. (323).	A separate head for each fund brought to account.
SINKING FUND INVESTMENT ACCOUNT (324).	Sinking Fund Investment Account.
(B) RESERVE FUNDS	
	<i>Receipt</i>
FAMINE RELIEF FUND ..	A. Famine Relief Fund. Transfers from the Revenue Account. (328) Interest Receipts. (329). Other receipts.
	<i>Payments</i>
	Transfers to the Revenue Account. (328) Transfers to General Balances for repayment of debt (331). Loss on realization of securities. (333)
CENTRAL ROAD FUND (334) ..	Central Road Fund.
STATE ROAD FUNDS ..	Investment Account (336). Other Account. Investment Account.
STATE BRIDGE FUND ..	Other Account.

Major heads	Minor heads
	<i>Receipts.</i>
ZAMINDARI ABOLITION FUND ..	Transfers from Revenue Account. Advance rents paid by tenants. Investment Account Interest Receipts.
	<i>Payment</i>
	Transfer to Revenue Account. Refunds of rents to tenants Compensation to Zamindars Rehabilitation grants to Zamindars. Investment Account. As in column (1).
STATE AGRICULTURAL CREDIT RELIEF AND GUARANTEE FUND	
STATE CO-OPERATIVE DEVELOPMENT FUND.	
HOSPITAL FUND ..	As in column (1).
NAZUL FUND, LUCKNOW.	ditto
FUND FOR DEVELOPMENT OF HAND- LOOM AND KHADI INDUSTRIES.	ditto
FIRE AND FLOOD EMERGENCY FUND	
SUGAR RESEARCH AND LABOUR HOUSING FUND	
REVENUE RESERVE FUND ..	
FUND FOR VILLAGE RECONSTRUC- TION AND HARIJAN UPLIFT.	
STATE TRANSPORT—AMENITIES RE- SERVE FUND.	As in column (1).
FUND FOR DEVELOPMENT OF HINDI AND STATE LANGUAGES	
Deposits of depreciation reserves of commercial undertakings.	A minor head for each separate account.
EMPLOYEES' STATE INSURANCE FUND.	
DEPRECIATION RESERVE FUND— ELECTRICITY.	<i>Receipts.</i> (i) Depreciation Reserve Receipts Fund. Contribution from the Revenue Account. (ii) Investment Account—Sale of securities. (iii) Interest Receipts. <i>Payments.</i> (i) Depreciation Reserve Fund—Transfer to the Revenue Account. (ii) Investment Account—Purchase of securi- ties.
SPECIAL RESERVE FUND—ELECTRI- CITY	<i>Receipts</i> (i) Special Reserve Fund—Contribution from the Revenue Account (ii) Investment Account—Sale of securities. <i>Payments.</i> (i) Special Reserve Fund—Transfer to the Revenue Account. (ii) Investment Account—Purchase of securi- ties.

Major heads	Minor heads
DEPRECIATION RESERVE FUND—GOVERNMENT PRESSES.	
MOTOR TRANSPORT RESERVE FUND	As in column (1)
FUND FOR THE RELIEF OF GROUNDWATER CULTIVATORS (338-A)	..
	(C) Other Deposit Accounts.
DEPOSITS OF LOCAL FUNDS	.. District Funds (340). Municipal Funds. Cantonment Funds Other Funds. Education Funds. Other Miscellaneous Funds. Village Panchayat Funds State Electricity Board Working Fund.
DEPARTMENTAL AND JUDICIAL DEPOSITS—	
CIVIL DEPOSITS	Revenue Deposits. (341). Civil Courts Deposits. (342). Criminal Courts Deposits Personal Deposits (343) Forest Deposits. Public Works Deposits
DEPARTMENTAL AND JUDICIAL DEPOSITS—	
CIVIL DEPOSITS.	Stores Purchase (Industries) Departments Deposits (U P.) Deposits of Government Commercial Undertakings. Deposits of Cotton Cess Fund. Deposits of Government Companies, Corporations, etc. Trust Interest Funds (346). Loan discharge orders (Temporary). Deposits for work done for public bodies or private individuals (351) Deposits in connexion with elections. (354-C). Municipal taxes on Government residential building. (353). Unclaimed deposits in the General Provident Fund (352). Unclaimed deposits in the Indian Civil Service Provident Fund (354). Unclaimed deposits in the Indian Civil Service (Non-European Members) Provident Fund (354). Unclaimed deposits in the All-India Services Provident Fund. (354).

Major heads	Minor heads
DEPARTMENTAL AND JUDICIAL DEPOSITS—(Contd.)	<p>Unclaimed deposits in the Contributory Provident Funds. (354).</p> <p>Unclaimed deposits in other Miscellaneous Provident Funds. (354).</p> <p>Deposits of fees received by Government servants for work done for private bodies</p>
<p>TRANSFERS FROM FAMINE RELIEF FUND.</p> <p>OTHER ACCOUNTS</p>	<p>Transfer from Famine Relief Fund for repayment of debt. (35b).</p> <p>Subventions from Central Road Fund (334).</p> <p>Deposit account of grants for Economic Development and Improvement of rural areas. (358).</p> <p>Deposit account of contributions for cattle improvement.</p> <p>Deposit account of grants made by the Indian Central Cotton Committee. (359).</p> <p>Deposit account of grants made by the Indian Council of Agricultural Research. (359).</p> <p>Deposit account of grants from the Central Government for the development of sericultural industry.</p> <p>Deposit account of grants from the Central Government for the development of handloom industries</p> <p>Deposit Accounts of grants made by the All-India Council for Secondary Education.</p> <p>Deposit account of grants from the Indian Central Sugarcane Committee.</p> <p>Deposit account of Central transactions in Non-Bank treasuries and sub-treasuries. (361-A).</p> <p>Deposit account of grants made by the Indian Council of Medical Research. (361-B).</p> <p>Deposit account of District Sailors', Soldiers' and Airmen's Boards. (361-C).</p> <p>Deposit account of grants made by the Central Government for financing Cotton Extension Scheme.</p> <p>Deposit account of grants from the Indian Central Coconut Committee.</p> <p>Deposit account of grants made by the Indian Central Oilseeds Committee</p> <p>Deposit account of grants from the Fund for the benefit of cotton growers.</p> <p>Deposit account of grants made by the Indian Central Tobacco Committee.</p> <p>Deposit Account of grants made by the Khadi and Village Industries Commission.</p> <p>Deposit account of grants made by the Central Silk Board.</p> <p>Deposit account of grants made by the Council of Scientific and Industrial Research of the Government of India</p>

Major heads	Minor heads
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Deposit account of grants from the Government of India and contributions from the public for local development works.
Deposit account of Vibhuti Glass Factory.

Part III—Advances not Bearing Interest

DEPARTMENTAL ADVANCES	.. Civil Advances. (362). Special Advances. Forest Advances. Revenue Advances. (364).
PERMANENT ADVANCES	.. Permanent Advances, Civil.
ACCOUNT WITH THE GOVERNMENT OF PAKISTAN (367-B).	
ACCOUNTS WITH THE GOVERNMENT OF BURMA.	
ACCOUNTS WITH THE RESERVE BANK	Transactions on behalf of the Reserve Bank. (368).

Part IV—Suspense

SUSPENSE ACCOUNTS	.. Suspense Account. Central Accounts Office—Reserve Bank Suspense. Local Public Works Expenditure. Capitalized Outstandings. (373). English Stores Suspense Accounts. (375). Cash Balance Investment Account. (376). Discount Sinking Fund (377). Recoveries of Service Payments. (378). Departmental Adjusting Account. (379). Discount involved in the issue of loans. Miscellaneous.
CHEQUES AND BILLS	.. Pre-audit Cheques Cheques issued, Local Funds. Departmental Cheques (381). Bills of Exchange Receivable. (382). Bills Payable. (383).
DEPARTMENTAL AND SIMILAR ACCOUNTS. (384).	Civil Departmental Balances (385).

Part V—Miscellaneous

MISCELLANEOUS	.. Government Account. (389). Miscellaneous.
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Q. Loans and Advances by State Government

LOANS TO LOCAL FUNDS, PRIVATE PARTIES, ETC.	Loans to Municipalities. Loans to District and other Local Fund Committees. Loans to Landholders and other Notabilities. Advances to Cultivators. (395). Revenue Advances. Advances under Special Laws. (396). Miscellaneous Loans and Advances. (397).
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Major heads	Minor heads
LOANS TO GOVERNMENT SERVANTS, ETC.	House-building Advances. Advances for purchase of motor conveyances. Advances for purchase of other conveyances. Passage Advances. Other Advances. (394)
U—Remittances	
I—REMITTANCES WITHIN INDIA	
<i>Other Local Remittances</i>	
CASH REMITTANCES AND ADJUST- MENTS BETWEEN OFFICERS REN- DERING ACCOUNTS TO THE SAME ACCOUNTANT-GENERAL.	Cash Remittances between Treasuries Forest Remittances. (398). Excise Remittances. (398). Remittances of Government Commercial Under- takings. Public Works Remittances. (399). I—Remittances into treasuries. (400). II—Public Works Cheques (400). III—Other Remittances. (401). Transfers between Public Works Officers. (402). Judicial Remittances. (398). Miscellaneous Remittances. Small Coin Depot Remittances
RESERVE BANK OF INDIA REMIT- TANCES. (406-A)	
ADJUSTING ACCOUNT WITH RAIL- WAYS.	
ADJUSTING ACCOUNT BETWEEN CEN- TRAL AND STATE GOVERNMENTS.	Suitable minor heads may be opened where necessary.
INTER-STATE SUSPENSE ACCOUNT ..	A separate head for account between any two States.
<i>Other Departmental Accounts</i>	
Accounts between Civil and Civil.	
V—Transfer of Cash between England and India (<i>Rupees and Sterling Accounts</i>)	
REMITTANCES THROUGH THE RE- SERVE BANK	
OTHER MISCELLANEOUS TRANSFERS	
W. Reserve Bank Deposit	
RESERVE BANK DEPOSIT (415)	Reserve Bank Deposits.
X. Cash Balance	
CASH BALANCE	
I. Balance in India ..	Cash in Treasuries. Deposits with the Reserve Bank. Remittances in transit— Local. Foreign.

FOOTNOTES

(15-A) This minor head will figure as a *deduct* entry in the Central Accounts and a *plus* entry in the State accounts.

(20) Includes the following:

Fixed collections.

Fluctuating collections

Surplus collections.

Collections from Government Estates.

Recoveries on account of revenue remitted in a former year should be taken to the detailed head to which they would have been credited if realized on due date: if it be necessary, a detailed head may be provided.

(21) Gross receipts will be credited under this head, the charges of measurements being defrayed from deposits made for that purpose by intending purchasers.

(22) Recoveries on account of overpayments in previous years. In the case of major heads under which there is no minor head for "Recoveries of overpayments", the receipts should be credited to the minor head "Miscellaneous", or other appropriate minor head under the major head of receipts concerned.

(23) This head is intended for receipts on account of services rendered which cannot be adjusted in reduction of charges under the rules governing the treatment of recoveries of expenditure in the accounts and for which no adequate minor heads have been prescribed. In the case of major heads under which this minor head has not been provided, the recoveries should be taken to the minor head "Miscellaneous" or other appropriate minor head under major head of receipts concerned. Recoveries relating to departments not having a special receipt head in the accounts should be taken to the minor head "Collection of payments for services rendered" under the major head "LI-Miscellaneous" (See Footnote 109).

(24) Includes—

Receipts from quarries and minor mineral products in forests and lands not under the management of the Forest Department.

Water mills rent

Fines and forfeitures of Revenue Courts.

Malikana or allowances to excluded proprietors.

Miscellaneous receipts.

Rents of Railway class C lands and rents of buildings situated on such lands. Sale proceeds of such lands or of Railway class B or class D lands or of buildings or trees thereon, will be credited to the Railway Department

Cash receipts of record rooms in offices the charges relating to which are debited to Land Revenue should be shown in a separate detailed head "Revenue Record Room Receipts" under the minor head "Miscellaneous". Receipts in stamps will be credited as receipts from other judicial stamps are credited. Charges of record rooms will be shown as establishment and other charges of the Court or office concerned.

(25) Under this minor head and those that follow suitable detailed heads should be opened by the Accountant-General according to the requirements of the State after consultation with the State Government

(26) This includes cocaine

(27) This head includes—

Sale-proceeds of confiscated opium when realized by an officer of the State Excise Department

Sale-proceeds of fruit trees, etc., within the Excise office compound if realized by Excise officers

Sale-proceeds of locks if sold by the Excise Department.

Sale-proceeds of old furniture other than that pertaining to distilleries

Rent of *ganya gola* in the Excise office compound.

Rent of godown.

Fines under the Opium Act.

Fines under the Abkari Act.

Contribution towards establishment

Godown hire if the godown rent is realized by the Excise Department.

†See Article 270 *ibid*.

(28) Includes—

- Bills of Exchange or Hoondies.
- Other non-judicial stamps.

(29) Includes—

- (a) Duty recovered under rules 8 and I of the Indian Stamp Rules, 1925
- (b) Duty on documents voluntarily brought for adjudication. (Section 31, Act II of 1899).
- (c) Duty on unstamped or insufficiently stamped documents levied under Chapter IV of Act II of 1899.
- (d) Other items.

(30) Penalties under the Stamp Act II of 1899 do not all go to the same head: those levied under Chapter IV—Instruments not duly stamped, go to Stamps—the amount of the duty, to the minor head Duty on Impressing Documents—the penalty, to fines and penalties; those levied under Chapter VII (Criminal Penalties), to Administration of Justice, fines and penalties imposed by Cantonment Magistrates under Chapter IV of the Stamp Act are credited to the Civil Department.

(31) Includes—

- Receipts on account of vakils' stamps.
- Adjudication fees.
- Other items.

(32) Under this head should be taken record room receipts realized in stamps other than court-fee stamps.

(33) Includes—

- Adjudication fees.
- Composition duty.
- Other items.

Cash receipts in pauper suits should go to "XVII—Administration of Justice—Court fees realized in cash"

(34) Fees for the authentication of powers of attorney should be credited to "Miscellaneous" and not to "Fees for registering documents".

(35) Receipts under the Motor Vehicles Acts which are realized in stamps may be credited under the head "XIV—Stamps" instead of under this head.

(35-A) Includes receipts under the State Electricity Duties Acts.

(36) Separate minor heads may be opened under this head with the approval of the Comptroller and Auditor General as and when new taxes or duties are levied by the State Government.

Proceeds of fines and confiscations should be credited to "Administration of Justice" when realized by judicial officers and to this head when realized by Excise officers.

The sale-proceeds of confiscated cocaine made over to Government Medical Stores Depots should be credited to this head irrespective of the department by which the amount is realized.

(39) Sale-proceeds of water for irrigation purposes only.

(40) Rates imposed on owners of land in respect of the benefit which they derive from irrigation.

(41) Sale-proceeds of water supplied to towns for domestic purposes only.

(42) Sale-proceeds of water supplied for purposes other than irrigation or town consumption.

(43) Sale-proceeds of produce from regular canal plantations.

(44) Sale-proceeds of produce (e.g., wood, grass, etc.) from canals or tanks other than from regular plantations.

(45) Mill rents and all charges made for water applied to turn machinery.

(46) Transit dues, transport profits, tolls and hire of ferry boats, etc.

(47) Includes rents of buildings, furniture and other special amenities but excludes rents of land. Suitable detailed heads should be opened for the record of several kinds of these rents according to local requirements.

(48) Fines for wastage of water and infringement of canal rules.

(49) Includes receipts by sale of drift wood, rents of land, supervision charges on sales of stock, value of stores found surplus, profits on stock due to revaluation, lapsed deposits and fines [other than those for wastage of water and infringement of canal rules—*vide* [Footnote (48) above] and confiscated deposits which do not represent compensation for damage to works in progress.

NOTE—When a fine is imposed or a deposit confiscated with the object of defraying expenditure caused by the action of an individual or firm, as when a contractor is penalized for abandonment of his contract owing to the fact that such abandonment has increased the cost of the work, the amount of the penalty may be taken in reduction of the expenditure.

(50) Receipts due to the works, such as enhancement of land revenue, interest on the proceeds of the sales of waste land, after deduction, where necessary, of the cost of Civil Administration.

(51) This minor head is primarily divided as follows:

Name of sub-division	Remarks
I. Chief Engineer ..	
II. Special Officers ..	For Consulting Architects and other special officers whose jurisdiction extends beyond a single circle of superintendence, or other unit prescribed for the <i>pro rata</i> distribution of establishment charges. Fees recovered from outside bodies and other departments of the same Government for services rendered by this establishment are taken in reduction of the charges under the sub-division.
III. Superintending Engineers	Includes also special officers, if any, not falling under sub-division II.
IV. Executive ..	Establishment charges of workshops for which capital accounts are kept should be kept distinct from other charges, and recoveries on account of work done in such workshops for outside bodies and other departments of the same Government should be taken in reduction of the charges.
V. Medical ..	
VI. Special Surveys ..	Establishment employed on large surveys for new irrigation, navigation, embankment or drainage projects.
VII. Special Revenue ..	Establishment employed entirely on the revenue management of irrigation, navigation, embankment, and drainage projects, and on assessments, etc., of revenue. Includes also Plantation, Steamer and Water Regulation establishment, etc., and charges debited by the Civil Department for collection, etc., of revenue.
VIII. <i>Deduct</i> —Recoveries ..	For credits of all kinds on account of (i) percentage or (ii) lump sum recoveries for work done, but excluding (a) fees for services rendered by special officers and (b) recoveries for work done in workshops when such credits are adjustable as reduction of expenditure in accordance with the rules regulating the treatment of recoveries of expenditure in the accounts of the Public Works Department.

**IX. LUMP SUM CHARGES CREDIT-
ABLE TO OTHER GOVERNMENTS,
DEPARTMENTS, ETC**

- X. PENSIONARY CHARGES** .. Debits to the major head on account of establishment charges in cases in which such charges are not adjustable in the account of any particular work.

This sub-division relates only to the major heads 43, 44, 99 and 100.

2. Under sub-divisions III to VII, a separate section should be opened in respect of each circle of superintendence or other unit prescribed for the *pro rata* distribution of establishment charges.

(52) The divisions are (1) New Supplies, (2) Repairs and Carriage, (3) *Deduct-Recoveries* and (4) Lump sum charges creditable to other Governments, Departments, etc. The first of these includes scientific instruments and drawing materials, Plant and Machinery Tools, Navigation plant, Camp equipage and live stock. Office furniture should be debited to contingent grant of the office concerned.

(53) The sub-heads are (1) Purchases, (2) Stock, (3) Miscellaneous Public Works Advances, (4) London Stores and (5) Workshop Suspense.

(55) A separate detailed head may be opened under this head for each class of loans and advances provided in Section 'S'.

(56) See footnote (376).

(59) On law charges—

On the unpaid portion of purchase-money of waste lands.

On the unpaid portion of commutation of the claim of Government to land tax.

On other accounts.

(61) Includes process-servers' and amins' fees and recoveries on account of pauper suits.

(62) Under this head should be taken—

Fees and miscellaneous receipts of the High Court.

Fees of Subordinate Civil Courts.

Magisterial fines.

Other items.

All fines and confiscations (including excise confiscations and fines by a District Superintendent of Police acting magisterially) imposed and realized by Judicial Officers and all fines and confiscations imposed by Revenue but realized by Judicial Officers (if there be any such cases) should be taken to this head unless under the Act under which they are imposed they have to be credited to a local fund or authority.

(63) Under this head should be taken—

Cash receipts of record rooms in offices the charges relating to which are debitable to Administration of Justice.

Fees received by Government Officers under Act LIII of 1932 for performing duties as Notaries Public.

Fees or expenses deposited in Civil and Criminal Courts for the travelling and subsistence allowance of Government servants when summoned to give evidence in their official capacity in criminal cases or in civil cases to which Government is a party.

Fees and commissions of the Administrator-General and the Official Trustees.

(64) Includes—

(a) Hire of convicts.

(b) Recoveries of transportation and jail charges from other Governments when creditable as revenue.

(c) Miscellaneous.

(65) Under this head should be credited the gross selling price of any article manufactured in a jail, and payment for work done in a jail, except at a jail press the receipts of which are creditable to "XLIX—Stationery and Printing".

Only actual receipts from the public in cash, or receipts by transfer debit to some department not classified under "Jail" may be credited under "Jail Manufactures", and similarly only cash outlay may be debited. The same rule applies to receipts and charges under "Stationery and Printing" in the case of jail presses.

It is not permissible to show anything as a receipt under these heads, which is brought in by debit to "Jails" or "Stationery". But if supplies are made by the manufacturing department of the jails for consumption in them either the raw material received and paid for should be debited as supplies or, if it has been debited to "Manufactures", it should be transferred from that head to the sub-head "Supplies".

These instructions do not prevent transfers by debit and credit being made in the administrative accounts of the jails.

(67) See footnote (188).

(70) Includes fees for the services of the Government Examiner of Questioned Documents, infanticide receipts, receipts on account of public conveyance under the Public Conveyance Act and any other fees levied for services controlled by the Inspector-General of Police.

(71) Contributions on account of uniform and charger allowances relating to members of Indian Police recovered from foreign employers should be credited to this head.

(72) Includes any recoveries not taken by deduction from the charges, such as recoveries for clothing and recoveries from special police for supplies made. Recoveries from policemen on account of lost clothing may be credited under this head.

(74) See footnote (220).

(75) The receipts of Reformatory Schools, such as sale proceed of manufactured articles and workshop receipts should, where the charges for these schools are classified under "Education", be taken under this head.

(76) These are contributions from municipalities and private persons.

(77) The capital value of the endowments should not appear in the accounts.

Income from all sources including interest on Government securities belonging to the endowments should be credited under this head.

(78) Includes the sub-heads "Sale-proceeds of books", "Examination fees" and "Miscellaneous".

(79) The fees from schools and colleges may be shown under separate detailed heads.

(80) Includes receipts from paying patients.

(81) Includes receipts for maintenance of non-pauper patients and the proceeds of patients' labour.

(82) When classes for instruction in Public Health form part of a Medical College, the cost of the establishment and the fees levied will be shown under the head "Medical". When they are distinct from the Medical College, the fees should be credited here and the cost of the establishment debited to "Public Health Establishment" under "XXIV—Public Health".

(83) (a) Includes receipts on account of experimental cultivation. The different experiments may be represented by separate detailed heads: Cotton, silk, tea, cotton-gin, etc.

(b) Botanical and other public garden receipts and "Receipts on account of public exhibitions and fairs" should be shown as separate under this minor head.

(84) Includes the sub-head "Bacteriology".

(85) Includes all recoveries made by the Registrar of Co-operative Societies except fees for the audit of the accounts of Co-operative Banks and Societies.

(88) Examination fees relating to examinations conducted by departments which have no answering head on the receipt side of the accounts are taken to this head, e.g., examination fees realized by the Public Service Commission

(90) Includes birth, death and marriage registration fees and receipts of Scientific Departments (if any). Receipts on account of costs awarded by courts in prosecution

cases launched by the Registrar of Companies are accounted for under a distinct detailed head "Costs awarded by courts in Prosecution cases under Companies Act, 1953" under this minor head.

(95) Includes rents of land, sales of produce, including wood, grass, fruits, vegetables, etc. from compounds of buildings where such produce is Government property; supervision charges on sales of stock; value of stores found surplus; profit on stock due to revaluation; lapsed deposits; and fines and confiscated deposits which do not represent compensation for damage to works in progress [*vide* Note under footnote (19)].

(97) This head is credited with the sums transferred from Famine Relief Fund to meet expenditure on Famine Relief and other objects of a revenue or capital nature which is chargeable against the Fund. The head is not operated upon in States in which such transfers are treated as deductions from expenditure under "64-A—Famine Relief" and other heads concerned.

Transfers from the fund, whether as advances on account of loans to cultivators under the Agriculturists' Loans Acts, or as final transfer and for repayment of debt are accounted for through the head "Transfers from Famine Relief Fund" in the Debt Section of the accounts—[*vide* footnotes (356), (356-A) and (357)].

(99) Includes refund of gratuity on re-employment and recoveries of actual charges in respect of pensions relating to other Government.

Recoveries of leave and pensionary charges on account of establishment doing work for other Governments, outside bodies, and others are adjusted in accordance with the following rule:

When leave and pension contributions are levied separately, the recoveries representing leave contributions should be credited to the receipt head corresponding to the service head to which the pay of establishment is debited or, where there is no corresponding receipt head, to the minor head "Collection of payments for services rendered" under the major head "LII—Miscellaneous" while the recoveries representing pensionary contributions should be credited to XLVIII Contributions and recoveries towards Pensions and other Retirement Benefits. In cases in which the combined rates of leave and pension contributions continue to apply, the recoveries should continue to be credited to the head XLVIII—Contributions and recoveries towards Pensions and other Retirement Benefits. These rules apply to recoveries of foreign service contributions also, the recoveries representing contribution for leave, where this is levied separately, being credited to the receipt head appertaining to the department which lent the officer to the foreign employer or to the head "LII—Miscellaneous", as the case may be.

Additions to regular establishments the cost of which is recoverable from local funds, etc., should be debited direct to general revenues as a separate section or branch of the establishment to which they are attached. The recovery in respect of the cost of such establishment should be treated as a departmental receipt, unless it can be taken in reduction of expenditure under the rules governing the treatment of recoveries of expenditure in the accounts; while the recovery representing leave and pension contributions should be adjusted in accordance with the procedure set forth above.

Contribution recovered from foreign employers towards Government's liability under rule 11 of the Indian Civil Service (Non-European Members) Provident Fund Rules is credited to this minor head.

Penal interest on arrears of contributions towards leave salary and pension of Government servants on foreign service is credited to the head of account to which the contributions are credited.

(101) Includes—

Sale-proceeds of stationery.

Sale-proceeds of stationery boxes, etc. (This head is intended for the proceeds of stationery boxes sold by the Superintendent of Stationery. The sale-proceeds of boxes in which stationery is supplied from Central Stores should be credited to the head of account corresponding to the department which sell the boxes and "LII—Miscellaneous" when the sales are effected by departments for which there are no answering heads on the receipts side of the account).

(101-A) Includes receipts on account of leave contributions in respect of officers lent to foreign service (*vide* footnotes 23 and 99).

(102) This major head covers all transactions of the Civil Department which it is not found possible to bring to account under any of the descriptive major heads.

(103) Marriage and burial fees

Other items (fees for stamping weights and measures, and fees for inspection and copying declarations).

(107) On transactions not affecting the London Account.

(108) Cash recoveries of service payments in previous years (when the charges were debited to departments not having a corresponding receipt head).

(109) This minor head is used for those departments which have no special receipt head in the accounts.

(109-A) The receipts under this minor head have to be recorded under the following sub-heads :

I. Sale-proceeds of election forms and documents—

(1) Copies of electoral rolls (Assembly or Parliamentary constituency).

(2) Copies of election records and proceedings; and

(3) Nomination and all other forms.

II Collection of payments for services rendered—

Inclusion of names in the electoral rolls

(This sub-head is to be operated upon in the Central books only).

III. Other fees, fines, forfeitures, etc.

(1) Inspection fee.

(2) Copying fees.

(3) Forfeited amount in connection with challenged votes.

(4) Forfeited amount of the Security Deposits.

(5) Miscellaneous Receipts.

(109-B) May be divided into the following sub-heads :

(1) Sterling transactions.

(2) Dollar transactions.

(110) The detailed heads are—

Unclaimed Supply Bills and Remittance Transfer Receipts of more than three years' standing.

Unclaimed loans written off to Revenue, *vide* Footnote (309). (This head also provides for adjustments of writes off, under special orders of Government, of unclaimed securities of current loans.)

Treasure Trove.

Sale-proceeds of Durbar presents. (Receipts of special missions, being commonly presents, should be taken to this head. When instructions are given to open a separate head for any mission, separate sub-head will suffice.)

Commission on drawing and remitting interest on Government securities and on savings bank investments.

Percentage on capital cost of furniture supplied to High Officers.

Recoveries on account of law charges other than those in pauper suits (when the charges have been against departments not having an answering receipt head).

Other items—*See* instructions in footnote (295).

(117) Should be shown under the following sub-heads:

Leave salaries and deputation pay.

Sterling overseas pay.

Stores for India.

Other charges.

Other sub-heads may be opened by Government to meet requirements according to the principle laid down in paragraph 1 of the General Instructions.

Charges for stores purchased in England on account of the Public Works Department are taken to the minor head "Suspense—London Stores" under the Public Works major head concerned. This procedure will apply *mutatis mutandis* to other departments and commercial services where the value of the stores purchased in England has to be included in accounts of works or stock.

(121) This head includes all district administrative charges other than those debited to the group-head relating to "District Administration" subordinate to the major head "19—General Administration" under the principle enunciated in footnote (169).

(122) Government Estates are estates of which the rental temporarily or permanently belongs to Government. The charges may be shown under three divisions—

- (a) Collection of Revenue,
- (b) Outlay on improvement,
- (c) Cost of settlement.

Where commission is paid on the collection of rents of Government Estates, it should be debited to (a) under this head and not to "Charges on account of land revenue collections".

The survey and settlement of a permanent estate, if done at an isolated business and not as part of a general arrangement for survey and settlement, should be taken to (c) under this head.

(124) This includes the charges of the department created for the maintenance of the record of survey.

(127) Includes Inspection and Prevention.

(129) As soon as the opium is supplied to the State Excise Department from the factory, the cost price thereof is debited to this head.

(130) The distribution of the charges under this head and under the head 'Stamps supplied from Central Stores' between 'A—Non-Judicial' and 'B—Judicial' should be made in accordance with the orders of the State Government.

(131) Includes commissions, discount and the pay and allowances of official vendors entertained for the sale of stamps.

(132) The cost of stamps supplied from the Central Stamp Stores is debited to this head. The charges include overhead charges to cover a portion of the cost of maintenance of the stores and incidental charges connected with the supply of stamps, if any.

(134) The charges on account of the pay, allowances and contingencies of the Chief Conservator of Forests or other offices of similar standing should be shown under this head.

(135) This head records the interest on capital outlay on individual Forest Schemes which is specially met from borrowed funds.

(137) Separate minor heads may, if necessary, be opened with the approval of the Comptroller and the Auditor General for the record of collection charges in respect of any other taxes and duties that may be levied.

(139-C) Interest on loans notified for discharge should be adjusted under a separate sub-head "Interest on loans in course of discharge" subordinate to the head "Interest on permanent loans". The interest payable in respect of unclaimed balances of loans, written off the Public Debt by credit to revenue under footnote (309), should be debited to the same head to which the repayment of the principal is debited.

(140) The debit under this head in the accounts of a particular year is to be limited to the discount actually accrued during that year. This is effected in the manner indicated below. On the issue of a treasury bill, the entire amount of discount should be debited in the first instance to this head. At the end of the year, this head should be relieved of that portion of the discount on treasury bills outstanding on the 31st March which has not yet accrued, by credit to this head and debit to a separate detailed head "Discount on Treasury Bills" subordinate to the minor head "Suspense Account" in the Deposit Section. On maturity of the treasury bill in the following year, the amount of discount accruing in that year should be debited to this head by credit to the detailed head under "Suspense Account" mentioned above, thus clearing the debit outstanding under that head.

The necessary adjustment in respect of part-discount in respect of bills outstanding on the 31st March should be made by the Accountant General in consultation with the Government.

- (141) Temporary detailed heads should be opened as occasion requires.
- (141-A) Separate detailed heads may be opened for interest on different categories of other loans.
- (142) See footnote (376).
- (143) Detailed heads may be provided to show separately the interest payable on different interest-bearing obligations treated as special loans.
- (147) Interest on State Provident Funds is normally adjusted in closing the accounts of the year. Where, however, a Fund Account is closed finally during the course of a year, the adjustment of interest should be carried out before making payment to the subscriber. Also see footnote (319).
- (150) Interest allowed on Depreciation Reserves of Government commercial undertakings deposited with Government is debited to this head.
- (151) Includes interest on revenue refunded on compensation paid for land and on law charges.
- (155) A detailed head should be opened for each of the loans for which a Sinking Fund is established.
- (156) This head is intended for the record of appropriations from revenue for reduction or avoidance of debt other than specific appropriations for regularly constituted Sinking Funds.

In order that the annual charges for the repayment of the consolidated debt of the State Government may be shown in one place in account, the total gross appropriation for this purpose may be accounted for first under this minor head and then there should be distinct *deduct* sub-heads for (i) amounts provided for under other heads of account, e.g., capital portion of equated payments out of revenue of commuted value of pensions and repayments out of revenue of the capital expenditure on account of payments to retrenched personnel debited to "65—Pensions and other Retirement benefits" and (ii) amounts met from sources, e.g., repayments made from the recoveries arising from the operations of the States loan account and amount met from subventions from Central Road Fund—to arrive at the net amount which should be transferred to the credit of "Appropriation for Reduction or Avoidance of Debt—Other Appropriations".

(157) Includes the salaries and allowances of the Chief and of other Ministers and their personal staff.

(158) Charges of the Secretary to the Governor and of their establishment as well as other allied expenditure are shown under this head.

(159) Includes all charges on account of the pay and allowances, etc., of Aides-de-Camp and other staff and household personnel of the Heads of States and of their establishments and contingencies.

The purchase of motor cars for the Governor is debited to this head.

The travelling and other allowances granted to officers of the regular Army or Military Police on the retired list, while doing duty as Honorary Aides-de-Camp to the Governor, will also be taken under this head.

The charges connected with the upkeep of the Government House gardens are also recorded under this head.

The "Entertainment Allowance" provided in column 4 of the Second Schedule of the Governor's (Allowances and Privileges) Order is accommodated under a separate detailed head under this minor head.

(159-A) The expenditure under this minor head is booked under the following detailed heads:

- (i) Entertainment expenses of the Governor (*Charged*).
- (ii) Hospitality charges (*voted*).

(161) This head is meant for the expenditure of a semi-private character, such as stable establishments and contingencies, wages and allowances of household servants, etc., incurred by the Governor, which is met from the contract grant. Charges on account of the maintenance of State motor cars for the Governor are also debited to this head.

(162) Suitable detailed heads may be opened under this head to suit the circumstances of each State.

(163-A) Includes travelling expenses and equipment allowances of the Heads of States on appointment. It also includes travelling allowance of Governors on retirement.

(165) The charges of different departments of Secretariat should, if possible, be shown separately. Translators' Department should be an additional sub-head.

(167) Records the cost of the audit of Local Fund Accounts.

(168) When Additional Commissioners are employed only on judicial work, their pay and all other charges should be taken under '21—Administration of Justice—Civil and Sessions Courts'

(169) In determining the precise charges on account of district administration which should be debited under this head, the general principle should be that any part of such charges which is definitely expended upon work connected with a single major head should be taken as a charge against that major head, while the rest of the charges spent upon work connected with more than one major head should be taken to this head.

(170) Charges on account of Treasury should be recorded under a separate sub-head. Charges for acquiring old and foreign coins under the Indian Treasure Trove Act should be treated as contingent charges of the treasury. Charges for remittance of treasure except those for which the Reserve Bank of India is liable should be recorded under this head—*vide* also footnote (368).

(171) The allocation of the discretionary grants should be determined by the criterion as to who is the grantor and not by the purpose for which the grants are made. Thus the grants made by the Governor or Ministers may be classified under this major head. Similar grants, if any, made by other authorities should be recorded under the appropriate service head concerned and any expenditure which cannot be so recorded may be classified under "71—Miscellaneous—Miscellaneous and Unforeseen Charges."

(178) Includes—

(i) Advocate-General and Standing Counsel.

(ii) Legal Remembrancer and Government Advocates.

The charges for conducting civil suits are taken among Collectors' contingencies if managed by the Collectors, but so far as they consist of pleaders' fees, they should go under this head.

Fees to pleaders in pauper suits should be taken under this head (as well as other money charges in pauper suits, such as advances for batta to witnesses, the recoveries being credited to "Court fees realized in cash").

Fees paid directly by Treasury Officers to pleaders conducting criminal cases should be taken against this head and not against the department employing the pleaders. The retaining fees paid to Public Prosecutions and pleaders who are Government servants should be classified under the sub-head "Pay of officers" or "Pay of establishments" whichever may be considered more suitable and the daily fees paid for the conduct of cases to Government Prosecutors and pleaders and to pleaders who are not in Government service should be classified under the sub-heads "Allowances, Honoraria, etc." and "Contingencies" respectively.

Advances for civil suits should be finally debited to the department receiving them.

(179) Includes—

(a) District and Sessions Judges

(b) * * *

(c) Subordinate Judges.

(d) Munsifs.

(e) Process-serving establishment.

(f) Record room copyist establishment (if separately organized).

The payments of actual expense by a court to a Government servant appearing as witness in his official capacity are debited to the detailed head "Diet and travelling allowances of witnesses."

(180) The Small Cause establishment of a Subordinate Judge exercising Small Cause powers should be shown, not under this head, but under a separate detailed head under Subordinate Judges.

(182) Includes charges for Inspector-General of Prisons which may be recorded under a separate sub-head "Superintendence". Other sub-heads and detailed heads of Jail expenditure should be settled in consultation with the Accountant-General.

(183) This head should include all charges of convict labour, except Press charges (including cost of machinery, outlay on paper, ink and other supplies and expense of maintenance), which are debitable to the grant for Stationery and Printing.

(185) May be sub-divided as under—

District Police—

District Superintendents and Assistants

Police Force.

Mounted Police.

Office Establishment.

Allowances, Honoraria, etc.

Hospital charges.

Contingencies.

Other Police—Such of the above heads as may be applicable.

Against "Police Force" the several classes and grades may be grouped under one or more detailed heads as may be desired by Government.

The "Clerical Establishment" should include only clerks, etc., who are not regularly enlisted members of the Force; all enlisted members should be shown against "Police Force."

Under "Other Police" should be shown Police entertained as part of the District Force but for a special purpose such as Municipal and Cantonment Police if they form a separate part of the Force and are wholly paid by Government. The charges for each class may be distinguished.

Cost of escorts (i.e., their way charges—not their allowances) may be classified as a sub-head under Contingencies.

The cost of all railway warrants issued by the Civil Police Department under the credit note system may be adjusted under a detailed head "Cost of Railway Warrants" subordinate to "Allowances", if such an adjustment is calculated to result in a reduction of clerical labour.

(187) This minor head is intended to show the cost of Police Forces which are levied for special purposes and organized on a system different from the regular District Force.

(188) (i) Railway Police includes charges for "Crime and Order" Police only.

Expenses in connexion with "Order" Police are ultimately recoverable from the Railways.

(ii) On Indian Government Railways managed by Government the cost of the police guards supplied by the Police Department at the request of the railway authorities for the performance of duties which should be arranged for by the railway authorities and are not part of the ordinary functions of the police should be debited to the railway concerned.

(192) Includes contributions by Government for Police bands.

Contributions by Government to cover any deficit in the General Police Fund should be debited to a separate sub-head "Contribution to the General Police Fund" under this minor head.

(195) Also includes the sub-head—Outfit allowances of Indian Police Probationers.

(218) To include donations.

(220) This head, as well as the corresponding receipt head, should be confined to transactions under the control of the Education Department, education outside its control being dealt with under the respective subject heads. Thus agricultural educations should be shown under "Agriculture", industrial education under "Industries" and so on.

In States in which the Intermediate classes have been separated from the Universities, etc., the words within brackets "Including Intermediate Classes" only be inserted under the head "B—Secondary".

To provide for the requirements of Article 337 of the Constitution of India, the expenditure in connection with the education of the Anglo-Indian community should

be distinguished from other expenditure under each of the minor heads subordinate to this major head and where a separate grant is taken for Anglo-Indian education the major head should likewise be split into two parts

(221) The recurring and non-recurring grants may be shown separately. Contributions to provident funds for teachers in non-pensionable service should also be shown here.

(222) Includes Science Colleges and English and Oriental Colleges which should be distinguished

(223) Includes Law Colleges, Engineering Colleges, Training Colleges and Commercial Colleges.

(224) If convenient, boys' schools and girls' schools should be shown separately.

(225) Includes—

Training Schools.

Schools of Arts.

Law Schools

Engineering and Surveying Schools.

Reformatory Schools.

Other schools, such as Madrasahs.

(226) In Arts Colleges— (227) Includes—

In professional Colleges.

In Secondary Schools.

In Primary Schools.

In Special Schools.

Grants for the encouragement of literature.

Registration of books

Printing of books.

Examination charges.

Text-Book Committee.

Miscellaneous.

NOTE—Expenditure on prizes should form part of the ordinary expenditure of the institutions in which they are given, and need not be separately shown in the accounts. But when the amount of expenditure on prizes is small, it may be recorded under a single detailed head under "E General—Miscellaneous".

(227-A) Additional sub-heads are "Allowances and fees to scholars"; "Government scholarships for advanced studies abroad".

(228) The following governing principle is laid down for determining whether an item of expenditure should be recorded under the head "29—Medical" or "30—Public Health".

The head "29—Medical" has reference to medical facilities given to the public through the treatment of individual cases, while the head "30—Public Health" has reference to general measures affecting the public as a whole, e.g., sanitation, research, investigation, the control and combating of epidemic diseases, etc. The principle is, however, subject to the provisions of Article 30 of the Account Code, Volume I.

(229) (1) Includes Director of Medical Services with his establishment and contingent charges (2) District Medical Officers (including Assistants and Establishment), Subordinate Medical Officers attached to districts, sub-divisions or similar general duties and not drawing pay as part of a hospital staff, should be shown here; (3) Reserve Medical Subordinates.

NOTE—The additional allowances which surgeons get should be shown under the appropriate head of Jails (that is, as pay if in charge, and as hospital charges if only in Medical charge), Mental hospital and Medical Schools.

(230) Includes—(1) District Hospitals and Dispensaries; (2) Mufassil Hospitals and Dispensaries; (3) Grants to Hospitals and Dispensaries including grants to leper asylums; (4) Other charges. (1) and (2) include charges on account of Leper and Lock hospitals.

(232) The entire charges on account of officers and establishments who devote part of their time to duties connected with hospitals and part to those connected with public health should be debited to the head "29—Medical". See also footnote (234).

The charges on account of Sanitary Engineer and his staff may be recorded under this head even though the Engineer be under the administrative control of the Public Works Department.

(235) To include grants for the St. John's Ambulance Association, for tuberculosis sanatoria, etc., and expenditure incurred by way of grants or subsidies in connexion with medical research, tuberculosis, town-planning, pilgrim traffic, etc. See also footnote (241).

(251) Charges in connexion with bubonic plague, malaria and other epidemics may be recorded under three different sub-heads—one for each. Charges on account of malarial should be shown under the sub-head "Malaria".

(256) Includes expenditure on sanitary works executed by the Sanitary Engineer even though for the time being that officer be under the administrative control of Public Works Department. If, however, the work executed forms an integral part of a Government building, the expenditure on that work should be debited to the major head to which the cost of the original building work is debited.

(238) Records charges on account of the Director of Agriculture and his establishment.

(239) Records charges on account of supervising staff, such as Deputy and Assistant Directors of Agriculture and their establishment.

(240) Includes agricultural and dairy farms other than demonstration farms.

(241) All expenditure on propaganda work done by the department on the use of improved implements, seeds and manures, methods of cultivation, etc., in villages, as also charges on account of demonstration and trial plots, agricultural fairs and shows etc., are debited to this head. Charges incurred primarily in the interest of public health exhibitions and fairs unconnected with the Agriculture Department should be classified under the major head "30—Public Health."

(242) Expenditure on agricultural experiments and research schemes including those partly or wholly subsidized by outside agencies, such as the Indian Council of Agricultural Research, the Indian Central Cotton Committee, the Indian Central Jute Committee, etc., may be shown under this head.

(243) Includes charges on experiments and research, etc., conducted in agricultural institutions and in farms attached to such institutions.

(244) Includes (i) cattle breeding operations and (ii) horse, mule and donkey breeding operations.

(245) Includes (1) Direction, (2) Superintendence, (3) Industrial Education, (4) Industrial Development, and (5) Miscellaneous.

(250) Includes charges relating to Inspector of Factories and Chief Adviser, Factories.

(251) Includes charges for the Commissioner of Labour and other Labour offices.

(252) Includes charges for establishment for vital statistics, trade statistics, local statistics, rain-gauge establishments and civil statistical establishments.

The allowance paid to an officer acting as Marriage Registrar under the Indian Christian Marriage Act (Act XV of 1872) is treated as expenditure debitable to this minor head. The allowances paid to the Roman Catholic Authorities for the maintenance of ecclesiastical returns of births, baptisms, marriages and burials are also debited to this head.

Also includes charges for the registration of railway and river-borne traffic and internal road-borne traffic.

(259) Each of the minor heads may be sub-divided into major works or minor works.

(260) When a building is intended for two or more departments, all Original Works and Repairs charges on it should be classified, unless ordered otherwise by Government, as pertaining to the department for which the largest accommodation is required.

Charges on a residential building should be booked under the minor head for the department for which it is intended even though temporarily allotted to a Government servant of another department. Residences not reserved for any department fall under the minor head for Public Works. In the case of minor heads which are sub-divided, if a separate sub-head is not provided for residences, the charges on residences fall under the sub-head "Miscellaneous".

(263) For buildings of the Public Works Department (Public Works Section) including residences not reserved for any department. Includes also a distinct detailed head "Losses on stock" which is meant for all general losses on stock which cannot be definitely attributed to any work, whether building or road, the accounts of which are open.

(264) Includes all civil departments (other than the Irrigation Department) not included in the list of minor and detailed heads under the major head "50—Public Works."

(265) This minor head is meant for charges on roads, bridges, ferries, tunnels, ropeways, causeways, tramways and other means of communication together with buildings, wells, encamping grounds, etc for travellers, and mile stones, fencing, arboriculture, inspection houses and other works connected with communications. It should be suitably sub-divided according to local requirements.

(266) This head should be used as sparingly as possible, i.e., only where there is absolutely no other head which can be appropriately applied.

(267) This minor head should be suitably divided so as to record the expenditure on repairs in the same detail as the charges on Original Works—Buildings, Communications or Miscellaneous, as the case may be. One of the detailed heads may be "Losses on stock," if it is considered necessary to have one under "Repairs" in addition to that provided under "Original Works"—*vide* footnote (263).

The head "Repairs—Buildings" includes also taxes debitable to the Public Works Department on both residential and non-residential buildings, charges on account of watchmen for the care of vacant buildings and rents of hired residences.

(267-A) To be divided into two sub-heads (1) Works and (2) Repairs. This minor head records expenditure on Central Public Works in Madras, Bombay, West Bengal, Uttar Pradesh, Punjab, Bihar, Madhya Bharat, Vindhya Pradesh, Rajasthan and Delhi, the maintenance of which has been interested to Heads of Departments for economical and/or administrative reasons.

(270) The term "Famine" is to be interpreted in a wider sense to cover famine due to drought or other natural causes, such as flood, earthquake or similar calamity. In case of doubt whether the expenditure on any particular form of distress can properly be regarded as famine expenditure, a reference should be made to the Comptroller and Auditor-General for advice.

(271) All expenditure incurred directly for the relief of distress shall be debited to the head "64-A Famine Relief". Expenditure incurred indirectly due to famine, e.g., charges incurred on an increase of the Police Force, medical aid, or compensation to Government servants for dearthness of provision, shall be debited to the appropriate service heads. Subject to the observance of this broad principle, the rules laid down in Note I under this footnote and in footnotes (272 to 275) and the detailed heads prescribed therein may be modified where necessary.

Notes—(1) Expenditure incurred during the period of observation and test prior to the formal declaration of famine or scarcity should be finally debited to the head "64-A—Famine Relief", but expenditure incurred during such period on a revenue producing Irrigation Work in respect of which a capital account is kept should be dealt with in accordance with the rule in footnote (273) (b)

(2) The term "scarcity" as used in the above note denotes a recognised stage of distress intermediate between the stages of observation and test and famine, which any State Government is at liberty formally to declare, if necessary.

(272) The following detailed heads should be opened :

- (1) Pay and Allowances, Special Relief Officers
- (2) Establishments—
 - (a) Clerks and other superior establishments.
 - (b) Last grade establishments.
- (3) Travelling allowances.
- (4) Contingencies.

As regards Government servants, the following rules should be observed :

(a) In the case of a Government servant already in the service of Government (other than an officer in military employ proper), his pay and allowances, together with his contingent expenditure, shall be debited to the ordinary service head when he is merely in addition to an existing establishment which requires strengthening owing to famine work, but when he is detached altogether from his own regular duties and is employed mainly on famine relief, and his place in the permanent establishment is filled up by fresh appointment, his pay and allowances together with his contingent expenditure shall be taken to the head "64-A. Famine Relief."

(b) The pay and allowances of an establishment specially entertained for, and mainly employed on famine relief, shall together with its contingent expenditure be debited to the head "64-A Famine Relief."

(c) In all cases falling under clauses (a) and (b), travelling allowance to and from the works and also while engaged on the work, as well as pay and allowances during transit, shall be debited to the head to which the pay of the official while actually employed on the work is debited.

(273) The following rules regulate the classification of expenditure on Public Works undertaken for purposes of famine relief :

(a) Public Works undertaken in consequence of the occurrence of famine but not directly for the employment of famine-stricken people and not therefore treated as relief works will be classified in the accounts as ordinary Public Works are classified, except that any expenditure in excess of normal rates incurred in consequence of the employment for relief purpose of unskilled and unprofitable labour will be transferred to the head "64-A. Famine Relief "

(b) Public Works expenditure which is undertaken directly for the relief of famine and controlled and managed under the conditions applicable to famine relief works will be debited to "64-A. Famine Relief" whether the work is or is not one which would have at some time or other to be undertaken irrespective of famine. If, however, the work on which famine labour is employed is a revenue producing work in respect of which a capital account is kept (whether within or outside the Revenue Account of the Government), the value of the work done, reckoned at ordinary rates, will be taken to the ordinary head of account, and the excess only debited to "64-A. Famine Relief".

(274) Includes—

- (a) Relief given in Government institutions.
- (b) Relief given at the houses of the people.
- (c) Relief given in other ways.

(276) *Vide* footnote 97.

(277) Contributions from revenue to the Fund under the provisions of the Act or otherwise are debited to this head by credit to the Fund.

(277-B) Under this minor head should be opened suitable sub-heads to distinguish between (i) Pensions or allowances paid to the members of the family or servants of any former ruler of any territory in India under section 145 of the Government of India Act, 1953 as it stood on the 14th August, 1947 which were hitherto recorded under the minor head "Political Pensions" subordinate to the major head "33. Payments to Crown Representative" and (ii) Pensions for other political considerations, which were hitherto classified under the minor head "Pensions for distinguished and meritorious services or for political considerations" subordinate to the major head "65. Pensions and Other Retirement benefits".

(278) *See* footnote (306).

(279) Includes marriage dowries to female pensioners.

(279-A) The contributions payable by one Government to another on account of pensions and gratuities of officers who are either borne on the joint cadre of the two Governments or are lent to the former by the latter Government, are debited to this head. Payments made at combined rates for both leave salary and pension contributions are also debited to this head. Leave salary contributions, when paid separately, are, however, debited to the service heads of the Department concerned under "Pay of Officers". "Pay of Establishment", as the case may be.

(280-A) Records charges for award of old age pensions to poor and destitute persons.

(281) The contribution payable by Government under rule 11 of the Indian Civil Service (Non-European Members) Provident Fund Rules should be debited to this head. The incidence of this contribution should be determined in each case according to the length of service rendered under each Government.

(286) This major head covers all transactions of the Civil Department which it is not found possible to bring to account under any of the descriptive major heads.

(287) This head is intended for works of general utility not required in a particular department.

The cost of newspapers and periodicals supplied to the High Commissioner for India is adjusted under this head.

Subscriptions to news agencies for supply of telegrams are also brought to account under this head.

(288) Includes burial charges of paupers, charges on account of European and other vagrants, charges on account of Indian crews of vessels sailing under British colours shipwrecked while trading between Indian ports. The charges connected with the deportation of foreigners may, however, be taken to another detailed head "Deportation Charges".

(289) The cost of the committees which are appointed by the Legislature with instructions to report to it should be debited to the minor head pertaining to the legislative body concerned under "18—Parliament and State Legislature."

The cost of committees constituted from time to time for purely departmental purposes should, under the provisions of Article 30 of the Account Code, Vol. I, be adjusted under the appropriate departmental major heads of account. This minor head is intended for the adjustment of charges relating to commissions and committees which, owing to their importance or for any other reasons, cannot conveniently be adjusted under any departmental major head.

(290) This head receives the debits by *per contra* credit to the loan or advance head concerned when a loan or an advance has to be written off as irrecoverable.

(291) This head is intended for payments not debitable to any special major head. When, however, charges on account of "rents, rates and taxes" are incurred by a department, the payments on account of which are shown under a special major head, they should be classified under "Contingencies" of the department concerned.

(292) Grants-in-aid which cannot be accounted for under any of the descriptive major heads are accounted for under this minor head, for example, grants for Welfare of Backward classes, etc.

Under this minor head are also recorded (1) grants to Local Funds, Municipalities, etc., for no specific purpose, such as grants to cover a deficit balance or as compensation for revenue resumed which cannot be classified with reference to the object to which they are to be devoted, (2) other miscellaneous contributions, such as grants to Societies for Prevention of Cruelty to Animals, contributions by State Governments for the maintenance of Posts and Telegraphs Offices or Telegraph lines, guarantee paid by State Governments in respect of unremunerative Railway lines.

(294-A) This head is meant for recording expenditure on training of Government employees of a general nature not relating to any particular department or office, e.g. training of I.A.S. Probationers, Secretariat and other Training Schools, teaching of Hindi (including Hindi Shorthand and Typewriting), etc.

(295) The detailed heads are—

Allowances to Civil servants out of employ.

Rewards for destruction of wild animals (includes rewards for destruction of dogs and snakes)

Petty construction and repairs—(This head is intended for payments not debitable to any special major head)

Losses on uninsured shipments.

Subsidies for land communication.

Other items.

Repayments of loans credited to revenue and interest due thereon, *vide* footnote (110).

No amount is to be debited to the head "Other items" or credited under the corresponding receipt head [*vide* footnote (110)] without the special order, in each case, of a gazetted officer who will consider, before he admits it, whether the case is not provided for within the regular classification. As regards the allocation of the discretionary grants, see footnote (171).

(296) The sub-heads are—

Contributions to International and Commonw

Miscellaneous charges connected with supply

Sterling overseas pay.

Leave salaries and deputation pay.

Other items.

(296-A) See para 2 of the general directions at the beginning of this Appendix.

(297) See footnote (306).

(298) This head is intended for the record of such miscellaneous adjustments between the Central and the State Governments in respect of services rendered or contributions made by the one to the other as cannot conveniently be brought to account under the appropriate service heads of expenditure. Suitable descriptive minor heads may be opened where necessary for separate payments debited to this head.

(303) For expenditure under these heads, each individual scheme or project should be treated as a separate minor head. The "Grants-in-aid" and "Deduct—Expenditure written back to Revenue" are also treated as minor heads under the major head "Capital Outlay on Improvement of Public Health."

(303-A) Each individual scheme or project may be treated as a sub-head under these minor heads.

(305) The minor heads which are prescribed under the head "50—Public Works" with the exception of "Repairs" should be opened under this head. Expenditure on account of restoration of damage caused by extraordinary casualties, such as flood, fire, etc., which is permitted to be debited to this major head should be recorded under a separate minor head "Extraordinary Replacements." Receipts representing recoveries of capital expenditure previously debited to this major head may be classified under a separate minor head "Deduct—Receipts and Recoveries on Capital Account". "Deduct—Expenditure written back to Revenue" is also treated as a minor head under this major head.

(306) All payments on account of commutation of pensions, whether in England or in India, including payments made to other Governments, are brought to account in the first instance under the head "120—Payments of commuted value of pensions—Commuted value of pensions," and at the end of the year such portion of the expenditure recorded under that head as the Government may decide to meet from current revenues is transferred to the Capital major head "72. Commutation of Pensions" under section "II. Miscellaneous Capital Account within the Revenue Account." The net amount debited to the capital major head "120—Payments of commuted value of pensions", after deducting therefrom the recoveries, if any, from other Governments, is repaid from revenue by a system of equated payments spread over 15 years, which include interest on the capital invested. The equated payments in respect of each year's commutation commence from the following year and the rate of interest that is adopted is that which Government may decide to fix with due regard to the principle that the interest portion of the equated payments should approximate closely to the actual interest charges paid on any sums borrowed for this purpose.

Where pensionary charges between two Governments are settled annually on the basis of commuted values by payment of the net amount due by one Government to the other, the net amount so paid or recovered is brought to account under the minor head "Payment of commuted value of pensions" or the head "Deduct—Amounts recovered from other Governments," as the case may be.

The total equated payments in respect of each year's commutation are debited to the head "65—Pensions and other Retirement benefits—Equated payments of commuted value of pensions transferred from capital, etc." by credit to (a) the capital head "120 Payments of commuted value of pensions—Deduct—Capital portion of equated payments out of revenue" for the capital portion of the payments, and (b) "16—Interest on Debt and other Obligations—Deduct—Interest portion of equated payments on account of commuted value of pensions" for the interest portion of the payments.

Payments from State treasuries of commuted value of pensions of officers whose pensions are, in the first instance, charged to Central Union Revenues and ultimately recovered from the States under certain Articles of the Constitution of India (e.g., Article 290) are adjusted in the Central and State section of the State Accountant General's books without the intervention of the Accountant General Central Revenues.

(307-A) Each scheme is treated as a sub-major head under this major head. Suitable minor heads may be opened with the approval of the Comptroller and Auditor General in accordance with actual requirements in each case.

(308) Permanent debt includes all debt which at the time when it is raised has a currency of more than twelve months. The term "floating debt" is applied to borrowings of a purely temporary nature such as Treasury Bills and Ways and Means advances from the Reserve Bank with a currency of not more than twelve months.

(309) Represent unclaimed balances of old loans which have been notified for discharge and have ceased to bear interest from the due date of discharge. The amounts unclaimed are usually retained in the accounts of Government as debt for twenty years from the date of discharge of the loan; after this period the unclaimed balances are written off the debt account by credit to Revenue, payments of amounts subsequently claimed being also debited to Revenue.

(310) Temporary detailed heads should be opened as occasion requires.

(311) For loans raised by State Government in the open market.

(312) The outstanding loans from the late King of Oudh are in four portions :

First loan, Sicca Rs.1,00,00,000, in 1814, in consideration of which the British Government guaranteed the payment of certain stipends called "Wasiqa Pensions". The capital value of the lapsed stipends was till 1850 paid to the late Oudh Government, reducing the principal to Rs.36,07,235 in that year.

Third loan, Sicca Rs.1,00,00,000 in 1825, and *Fifth loan*, Sicca Rs.62,40,000 in 1829, both at 5 per cent. Government Rs.38,40,000 of the last was repaid in 1853. The interest is payable in the form of hereditary pensions. Those under the *fifth loan* may be commuted for a principal payment.

Sixth loan, Government Rs.17,00,000, a perpetual loan at 4 per cent interest payable in the form of pensions and stipends.

Charity Fund, Rs.3,00,000 deposited in 1833, in consideration of which Rs.1,000 a month (being 4 per cent.) is drawn for distribution to the poor of Lucknow.

(316) The minor head for each Provident Fund for which there is a Sterling Branch should be sub-divided to show separately the transactions relating to the Sterling and Rupee Branches. The accounts of the Sterling Branches of the several Provident Funds are maintained in India in rupees.

(319) When a Government servant is transferred permanently from one Government to another, interest on the Provident Fund balance received from the transferring Government is held temporarily under this head pending clearance by *per contra* credit to the fund account of the subscriber concerned.

See also footnote (147).

(320) The Depreciation Reserve Funds deposited with the Government in respect of Government Commercial Undertakings are treated as deposits and recorded in the accounts under this head, being placed in Part I or Part II according as the funds are or are not regarded as bearing interest.

(320-A) A separate detailed head may be opened for each Fund under the relevant minor head.

(321) This head is credited with the amount set apart each year for the sinking fund created for loans by charge to "17—Appropriation for Reduction or Avoidance of Debt" and with the profits realized on investment of the balances in the Fund, and is debited with charge connected with the redemption of debt either by purchase and cancellation of securities or by direct discharge. On actual cancellation of stock, the nominal value of the cancelled securities is debited to the head "Permanent Debt" by *per contra* credit to the head "Deposits and Advances—Miscellaneous—Government Account".

(322) This head will be closed to "Government account" in the ledger.

(323) Represents funds constituted for the discharge of loans taken from Government by public bodies.

(324) In cases where the amounts at credit of the Sinking Funds are invested, the amount expended on the purchase of securities should be debited to this head, which will be credited to the same extent when the securities are sold, any profit or loss arising out of the investment being transferred to the head "Appropriation for Reduction or Avoidance of Debt—Sinking Funds". Interest realized on securities purchased on the investment account should be credited and any payment of advance interest on securities purchased on that account should be debited to the head "Sinking Fund".

(328) See footnotes (97) and (277).

(329) Receives credit for interest realized on investments of balances of the Famine Relief Fund. See also footnote (333).

(331) See footnote (356).

(333) When Famine Relief Fund balances are invested in securities of the Central Government, the amount representing the actual cost price of the securities is debited to the head "Purchase of securities" under "B. Investment Account", the payments on account of advance interest, if any, being taken as an item of deduction under the head "Interest receipts". When the securities are sold, an amount equal to the purchase price paid on the securities is credited to the head "Sale of securities" under "B. Investment Account", the interest realized from the date of the last half-yearly payment up to the date of sale being credited to the head "Interest receipts". The difference between the total of these two latter sums and the sale-proceeds of the securities will be taken to the head "Gain/loss or realization of securities". The balance under "B. Investment Account" on any date will represent the actual cost price of the securities which are held in the Fund on that date.

(334) The subventions made from the Central Road Fund to State Governments and Centrally administered areas are credited to the head "Subventions from Central Road Fund" in the accounts of the State or of the Centrally administered area concerned. This head is debited with the expenditure on objects approved by the Central Government. The actual expenditure incurred from time to time is charged in the accounts of the State or the Central area to the head "50—Public Works" or other appropriate head of account concerned. At the same time an equivalent amount is transferred month by month to the deposit head "Subventions from Central Road Fund" by reduction of expenditure under distinct head "Deduct—Amount met from subventions from Central Road Fund" under the relevant head of account.

The expenditure incurred from time to time on works authorised by the Central Government to be met from the grants from the Central Road Fund Reserve (Ordinary and Special) is debited in the accounts of the States to the head "50—Public Works". The corresponding grants from the Central Road Fund Reserve received through the Accountant General, Central Revenues, once every quarter or at other agreed intervals are credited to the head ("XXXVII—Public Works—Transfer from Central Road Fund").

The expenditure on interest and amortization charges in respect of loans taken for financing construction, etc., of roads and bridges is debited to the head "T—Deposits and Advances—Other Accounts Subventions from Central Road Fund" by *per contra* credit to the heads "16. Interest on debt and other obligations" and "17. Appropriation for reduction or avoidance of debt—Other Appropriations" as the case may be.

(336) This minor head may be opened in States in which a part of the fund is invested.

(338-A) The credits passed by Government of the United Kingdom on account of rebates received from shippers of groundnuts are recorded under this head. The contributions from the Fund to the State Governments are credited in the State accounts under "XXV. Agriculture—Contributions from the fund for the relief of groundnut cultivators." This amount together with an equivalent contribution from State finances is adjusted under "31.—Agriculture—Block grant for transfer to the Deposit Account of grants for the relief of groundnut cultivators". The expenditure on assistance to cultivators is accounted for under the service heads concerned and at the end of the year an equivalent amount is transferred from the deposit head to the minor head "Amount met from the Deposit Account of grant for the relief of groundnut cultivators" subordinate to the service major heads concerned.

(340) Include minor Union Funds.

(341) Revenue Deposits are deposits made in Revenue Courts, or in connexion with revenue administration. They include earnest money deposits made by intending tenderers of the Civil Department, and security deposits realized by the Police Department under the Motor Vehicles Act or otherwise.

The value of suspected notes and coins sent to treasuries by Post Offices or Managers of the Joint Stock Banks and exchange banks which are adjudged by the Treasury Officers as genuine is brought to account under this head pending repayment of the amount to the parties concerned.

(342) Under Civil Court Deposits, High Courts and Small Causes Courts may be similarly distinguished in inner columns.

(343) Personal Deposits are deposits of which a Banking account is kept (not being Civil or Criminal Courts Deposits) "Wards" and "attached estates deposits" and "Trusts and Endowments" may be distinguished in the Local accounts, being shown in inner columns.

(346) This head is intended for the adjustment of interest on securities held by the Accountant-General, as Treasurer of Charitable Endowments or on account of Miscellaneous Trusts and also for the adjustment of payments of arrears of interest etc., lying at credit of the head. Debits and credits connected with Charitable Endowments and Miscellaneous Trust are adjusted on the books of the Accountant-General.

(351) Sums received in advance from municipalities or other bodies financially independent of Government for payment of compensation for land required for such bodies are credited to this head.

(353) Amounts recovered from government servants occupying Government residential buildings on account of municipal taxes may, in the first instance, be credited to this head pending payment to the municipality.

(354) The amounts of subscriptions to these Provident Funds remaining unclaimed for a period exceeding six months should be transferred to these heads at the end of each year and dealt with under the ordinary rules relating to Deposits.

(354-C) The deposits under this minor head have to be classified under the following sub-heads :

- (i) Deposits made by candidates for State Legislature.
- (ii) Deposits made by candidates for Parliament.
- (iii) Deposits made for Election Petitions.
- (iv) Deposits made for Election Appeals.

(356) This head is credited with the amounts transferred from the Famine Relief Fund to general balances for repayment of debt. The actual payments in discharge of debt are accounted for under "O—Public Debt"

This head is closed to Government Account in the ledger.

(358) Moneys received by the State in aid of Rural Reconstruction Schemes, whether as grants from the Central Government or contribution from the public, are credited to this deposit head. The actual expenditure out of the moneys held in the Deposit Account is budgeted and accounted for as ordinary expenditure of the department concerned, the necessary transfer of funds representing actual expenditure being made at the end of the year to the appropriate revenue head of receipts concerned. This procedure is applicable *mutatis mutandis* to transactions of other funds of this kind which are fed by contributions from the Central Government or outside agencies where the authority making the contributions does not retain full control over expenditure therefrom.

(359) Grants-in-aid made by the Indian Central Committee to the Government of Uttar Pradesh for expenditure on special schemes of agricultural research and other allied objects in that State are credited to this fund. The Committee retains full control over the expenditure out of this fund although the Director of Agriculture of the State or any officer authorised by him actually operates the fund. Where, however, the Committee does not retain full control over the expenditure out of this fund, the accounting procedure follows *mutatis mutandis* the procedure laid down in footnote (358).

(361-A) Amount placed at the credit of the State Government as permanent deposit to cover the amount by which the State balance is depleted on account of Central transactions in Non-Bank State treasuries and sub-treasuries is credited to this head in the State accounts.

(361-B) Grants received by the State Governments from the Indian Council of Medical Research the accounts of which are kept outside Government Accounts, are credited to this head.

(361-C) Grants made to State Governments by the Indian Sailors', Soldiers' and Airmen's Board are credited to this head in the first instance. The actual expenditure incurred is debited to a distinct detailed head under "71—Miscellaneous—Miscellaneous and Unforeseen Charges", the necessary transfer of an equal amount being made at the end of the year to the corresponding Revenue head "111—Miscellaneous—Miscellaneous by *per capita* debit to this head.

(362) Divided by inner columns in the local books into as many detailed heads as convenient. The following are some of them "Objection Book Advances", "Service Fund Advances." Others should provide for any considerable Departmental Advance Accounts, such as Advance of the Public Works Department, Takavi Works Advances.

(364) To be shown under a group with details as follows :

<i>Group head.</i>	<i>Detailed heads</i>
Advances for survey operations	Advances for Boundary Pillars. Revenue Survey Advances. Cost of survey marks Cost of boundary marks recoverable from land-holders Cost of boundary marks pending Completion of survey operations.

(367-B) A separate minor head can be opened for each State Government in Pakistan in the accounts of those States which have agreed to operate on this head.

(368) The receipts and payments on account of the Reserve Bank appearing in the Government accounts should, in the first instance, be credited or debited to this minor head under the appropriate detailed heads specified below :

Receipts.

- (1) Renewal and encasement fees on G. P. Notes
- (2) Commission for the management of Public Debt.
- (3) Brokerage, commission, etc., on new loans
- (4) Postage and telegram charges and out-of-pocket expense in connexion with the new loans
- (5) Postage and telegram charges reimbursed to the Public Debt Office.
- (6) Miscellaneous.
- (7) Balance due from the Reserve Banks.

Payments.

- (8) Cost of note forms.
- (9) Charges for remittances of treasure—
 - (a) Police escort charges
 - (b) Cost of boxes, cart and coolie hire, etc.
 - (c) Pay and allowances of poldars accompanying remittances.
 - (d) Railway and steamer freights
- (10) Dividend on Reserve Bank shares.
- (11) Miscellaneous.
- (12) Balance due to the Reserve Bank.

Transactions on account of the Reserve Bank occurring at treasuries or sub-treasuries should be carried by the Government, Central or State, in whose jurisdiction the treasury or sub-treasury is situated until they are cleared by the Accountant-General with the Bank. Transactions brought to account under the head "Accounts with the Reserve Bank" by adjustment in Accounts Offices should be classified as "Central" or "State" according as the office of origin is "Central" or "State".

The Civil Accountants-General should send a statement each month to the Central Accounts Section of the Reserve Bank at Calcutta showing the credits and debits recorded under the above heads in their respective books during the previous month, the debits and credits being supported by such vouchers and documents as may be desired by the Bank. If the net total of the statement be a credit arrangement should be made for the disbursement of the amount to the Bank and if the net total in the monthly statement be a debit the amount should be recovered from the Bank for credit to this head.

Charges for remittance of treasure for which the Reserve Bank of India is liable, include charges for keeping currency chests supplied with sufficient notes and coin, charges for remittance of small coin between regular small coin depots and treasuries and sub-treasuries where there are Currency chests, and charges for remittance of uncurrent coin when sent separately.

Explanation—Under the head "Pay and allowances of poldars accompanying remittance" should be debited the allowances of a poldar accompanying a remittance whether he is permanent or temporary, and the pay of temporary poldar engaged in connexion

with the remittance, whether he accompanies it or remains at the treasury to carry on the work of the potdar deputed with the remittance.

(373) When outstandings due to Government are capitalized so as to bear interest, the amount is debited as a loan to the party concerned. The credit is taken to the head "Capitalized Outstanding" under "Suspense" so as to avoid bringing it under the service head of "Receipts" until it is actually realized.

(375) This head receives the debits and credits on account of English stores which appear in the remittance account, and which are required to be entirely and exactly adjusted in the remittance account though they cannot always be finally disposed of in the Indian accounts at once.

(376) This head is intended for the record of transactions connected with temporary investments of cash balances, e.g., in short-term loans, treasury bills or other securities of the Government of India. To distinguish between temporary short-term investments, e.g. in treasury bills, and more permanent investments in securities this head may be divided into (A) short-term investments and (B) long-term investments. This head is debited with the amounts expended on the purchase of the securities, and on the cancellation of the loans, the nominal value of the cancelled securities is debited to "Permanent Debt" by *per contra* credit to this head to the extent of the purchase price originally debited to it, the difference being adjusted by addition to or deduction from the amount of interest derived from such investments which itself is adjusted by reduction of expenditure under "16—Interest on Debt and Other Obligations". Similarly, any profit or loss arising out of the sale or transfer of these securities held in the investment account is adjusted by addition to or deduction from the amount of the said interest the sale-proceeds or transfer value being credited to this head to the extent of the purchase price.

The procedure set forth above applies *mutatis mutandis* to transactions connected with the investments of cash balances of any State Government in their own securities, etc. When, however, such investment is made by one Government in the securities, etc. of another Government, any interest derived is credited as receipts under "XVI—Interest—Interest realized on investments of cash balances".

(377) When a Sinking Fund is established for the discount on a rupee loan, in order to spread the charge to revenue over the period of the currency of the loan, the full nominal value of the loan is credited to the head "Permanent Debt", and the discount is debited to the head "Discount Sinking Fund." The debit against the latter head is cleared by annual payments out of revenue on a Sinking Fund basis, such payments being adjusted in the Revenue Account under the head "16—Interest on Debt and Other Obligations—Discount on Loans". A separate sub-head may be opened under this minor head for each rupee loan for which a Discount Sinking Fund is established.

(378) Recoveries made in course of audit are taken in the first instance to this head and thereafter finally brought to account.

(379) This head is intended for the provisional adjustment of departmental receipts and payments which are entered by the treasury in separate schedules. The amounts so adjusted are cleared by *minus* credits and debits afforded through the Departmental Classified Abstracts on which the transactions are finally brought to account. The head is also used for the provisional adjustment of inter-departmental transfers.

(381) This head provides for the case of any department that renders accounts to the Civil Department being allowed to draw money on cheques and account for the money by credit to cheques and debit to service or other heads.

(382) Bills received in remittance or in payment of an account (e.g., of any Government specified against the major head accounts with Government of other countries) should be credited to the head concerned by debit to this head and then sent for collection and credit to this head.

(383) Claims against Government which are paid by remittance of Bills of Exchange will first be adjusted by credit to this head pending the procuring of a bill of which the cost should be debited to this head.

(384) These accounts receive debit for the cash balance held by departmental officers outside the generally available cash balances.

(385) Includes Public Works cash balances.

(389) This is the general closing account, and its place in the ledger is at the very beginning. But special writes off to "Government" require an account in the Combined Finance and Revenue Accounts to receive them and that account is taken in this place. See also footnotes (321), (322) and (336).

(394) Includes advances to government servants for the purchase of typewriters.*

(395) Includes—

Land Improvement Act

To cultivators.

To colonists.

For relief purposes to tenants on Government Estates, experimental loans to petty zamindars.

Famine Advances.

Agriculturists' Loans Act XII of 1884—

Advances in cases of distress.

Co-operative Credit Societies Act.

Financial assistance from Government.

(396) Includes drainage and embankment advances.

(397) Loans which do not fall strictly under any of the other classes should be shown under this head.

(398) Remittances between Treasuries and departmental accounts.

(399) For transactions of Public Works Officers with Treasury and other officers of the Civil Department (including the Forest Department) within the same circle of account Transactions originating in other circles of account are also passed on to Public Works Officers by the Accountant-General through this head.

(400) If a Public Works Officer deals with Treasury in account with another Account Officer, the transactions on account of remittances into treasuries and cheques drawn are classified as pertaining to the sub-head "III Other Remittances—(b) Items adjustable by Public Works Officers".

The procedure mentioned above does not apply to transactions in respect of cheques and cash remittances of the Central Public Works Department Officers occurring in State treasuries. These transactions are passed on to the Accountant General, Central Revenues, through Exchange Accounts in accordance with the procedure laid down in Article 133 of the Account Code, Volume IV.

(401) This head is sub-divided into—

(a) Items adjustable by Civil, and

(b) Items adjustable by Public Works.

(402) For transactions between Public Works Officers (including Civil Officers acting as Public Works Disbursers) rendering accounts to the same Accountant General.

This head is sub-divided into—

(a) Original credits

(b) Responding debits

(c) Original debits.

(d) Responding credits

(406-A) This head records transactions connected with the drawing and encashment of telegraphic transfers and drafts on Reserve Bank Account, including transactions relating to Security Deposit Interest Drafts and Dividend Warrant Payment Orders issued by the Bank.

(415) This is a mere adjusting head and records the net results of cash transactions and adjustments with the Reserve Bank pending adjustments against the head "X—Cash Balance—Deposits with the Reserve Bank."

APPENDIX C

[See paras 8, 15 (19), 19, 55 and 56]

(SECTION 1)

List of departmental estimates showing, in each case, the designation of the estimating officer, the channel of submission and the date by which the estimate must reach the Accountant-General and the Finance Department

Serial number	Name of estimate	Head of account	Designation of the estimating officer	Channel of submission	Date by which the estimate must reach the	
					Accountant-General	Finance Department
1		3	4	5	6	7
1	Receipts and charges on account of the taxes on Large Land Holdings.	IV/4—Taxes on Income other than Corporation Tax.	Board of Revenue	..	November 10	November 25.
2	General Revenue Charges ..	9—Land Revenue	Ditto	..	October 5	October 12.
3	Partition Charges ..	IX/9—Land Revenue.	Ditto	..	November 15 1911	December 1.
4	Management of Government Estates.	Ditto	Ditto	..	October 15	November 5.
5	Charges on account of Land Revenue Collections—Cost of collection of land revenue, canal dues and takavi.	Ditto	Ditto	..	October 5	October 15.

Serial number	Name of estimate	Head of account	Designation of the estimating officer	Channel of submission	Date by which the estimate must reach the		
					Accountant General	Finance Department	
1	3	3	4	5	6	7	
6	Survey, Settlement and Record Operations.	IX/9—Land Revenue	Board of Revenue.	..	October 15	November 15.	
7	Land Records	.. Ditto	Ditto	..	Ditto	.. November 1.	
8	Receipts under certain heads subordinate to "IX—Land Revenue".	IX—Land Revenue	District Officers	.. Revenue Department.	November 20	.. December 1.	
9	(a) State Excise, excluding the head mentioned below.	X/10—State Excise Duties.	Excise Commissioner	..	November 10	.. Ditto.	
	(b) Publicity and Social Uplift (Prohibition)	Ditto	State Prohibition Officer.	..	Ditto	.. Ditto.	
10	Taxes on vehicles	XI/11—Taxes on Vehicles.	Transport Commissioner.	..	November 20	.. December 5.	
11	Receipts and charges on account of Sales Tax.	XII/12—Sales Tax.	Commissioner of Sales Tax.	..	December 5	.. December 15.	
12	Receipts and charges on account of Entertainment and Betting Taxes.	XIII/13—Other Taxes and Duties.	Entertainment and Betting Tax Commissioner.	..	October 20	.. November 15.	
13	Receipts from Electricity Duties and charges on account of the Electrical Inspector's Establishment.	Ditto	Electrical Inspector to Government.	..	Ditto	.. Ditto.	

14	Tax on Sale of Motor Spirit	Ditto	Excise Commissioner	..	Ditto	..	Ditto.
15	Receipts from Cess and Purchase Tax on Sugarcane.	Ditto	.. Cane Commissioner	..	December 5	..	December 15.
16	Stamps	.. XIV/14—Stamps	Junior Secretary, Board of Revenue.	..	November 20	..	December 2.
17	Registration	.. XV/15—Registration Fees	Inspector General of Registration.	..	October 15	..	November 2.
18	Interest	.. 16—Interest	Accountant General and Finance Secretary.	..	October 15	..	December 10.
19	Reduction or avoidance of debt.	17—Appropriation for reduction or avoidance of debt.	Ditto	November 15.
20	Legislative Assembly and Council and State Legislature Secretariat.	LII/18—Parliament and State Legislature.	Secretary, Legislature	..	October 5	..	October 15.
21	Elections	..	Ditto	..	October 15	..	October 20.
22	Head of State and Ministers (excluding Ministers).	19—General Administration.	Governor's Secretary	..	October 5	..	October 15.
23	Discretionary Grant by Governor.	October 15	..	October 20.
24	Ministers (including discretionary grants by Chief Minister).	..	Chief Secretary	..	October 15	..	October 20.
25	Civil Secretariat.	October 15	..	October 20.
26	Land Reforms Organisation	Ditto	Board of Revenue	..	Ditto	..	October 25.

Serial number	Name of estimate	Head of account	Designation of the estimating officer	Channel of submission	Date by which the estimate must reach the	
					Accountant General	Treasury Department
1	2	3	4	5	6	7
27	Revision of District Gazetters.	19—General Administration.	State Editor, District Gazetters.	..	October 15	.. October 25
28	Inspectorate of Offices	Ditto	Chief Inspector of Offices.	..	October 10	.. October 17.
29	U. P. Public Service Commission.	Ditto	Secretary, U. P. Public Service Commission.	..	October 15	.. October 29.
30	Board of Revenue	Ditto	Secretary, Board of Revenue.	..	Ditto	.. October 27.
31	Local Fund Audit Establishment.	Ditto	Examiner, Local Fund Accounts.	..	October 5	.. October 15.
32	Expenditure on projects of local public utility in Kumaon.	Ditto	Commissioner, Kumaon Division.	Forest Department	October 28	.. November 23.
33	Uttar Pradesh Administrative Tribunal.	Ditto	President, Uttar Pradesh Administrative Tribunal.	..	October 5	.. November 15.
34	Expenditure on elections to Local Bodies.	Ditto	Director of Elections (Local Bodies), U. P.	..	Ditto	.. Ditto.

35	Commissioners, excluding pay and leave salary of Commissioners and Additional Commissioners and rewards in police cases.	19—General Administration (Commissioners).	Divisional Commissioners.	Revenue Department	October 5	..	October 20.
36	District Administration—General Establishments, excluding the items mentioned in Section II of the Appendix and those mentioned below.	19—General Administration (District Administration).	District Officers	Ditto	October 20	..	November 20.
37	Temporary Establishment, Extra Staff for Penumbered Estates Work, Contingencies Contract and Contingencies Non-contract (purchase of books, tents and furniture).	Ditto	Board of Revenue ..	Ditto ..	Ditto	..	Ditto.
38	Sub-Divisional Establishments, excluding the items mentioned in Section II of this Appendix and those mentioned below.	Ditto	.. District Officers ..	Ditto ..	Ditto	..	Ditto.
39	Pay and allowances of Tahsildars and Naib-Tahsildars	Ditto	Board of Revenue ..	Ditto ..	Ditto	..	Ditto.
40	Other Establishments, excluding the items noted below.	Ditto	.. District Officers ..	Ditto ..	Ditto	..	Ditto.
41	Temporary establishments and translators.	Ditto	.. Board of Revenue	Ditto ..	Ditto	..	Ditto.
42	Expenditure connected with the schemes for Uttarakhand Division.	Ditto	.. Commissioner, Uttarakhand Division.	Confidential Department.	October 15	..	November 1.
43	Gauon Sabhas and Panchayats excluding the item mentioned below.	Ditto	.. Director of Panchayats.	Panchayat Department.	October 5	..	October 20.

Serial number	Name of estimate	Head of account	Designation of the estimating officer	Channel of submission	Data by which the estimate must reach the		
					Accountant General	Finance Department	
1	2	3	4	5	6	7	
44	Panchayat Audit Establishment.	19.—General Administration (District Administration).	Chief Audit Officer, Co-operative Societies and Panchayats.	Finance Department	October 5	..	October 20.
45	High Court	.. XVII/21—Administration of Justice.	Registrar, High Court	..	Ditto	..	October 16.
46	Advocate-General	.. 21—Administration of Justice.	Advocate-General	..	October 10	..	October 18.
47	Legal Remembrancer and Government Advocates.	Ditto	Legal Remembrancer	..	Ditto	..	Ditto.
48	Administrator-General and Official Trustee.	XVII/21—Administration of Justice.	Administrator-General and Official Trustee.	..	October 5	..	October 10.
49	Civil and Sessions Courts, excluding Process Serving Charges (Rent Suits). Employees' Insurance Courts and Works—Maintenance and Repairs,	21—Administration of Justice.	District and Sessions Judges and Judges of outlying courts.	Judicial Department	November 1		November 20.

50	Process Serving Charges (Rent Suits) excluding Temporary Establishment.	Ditto	..	District Officers	..	Revenue Department	October 5	..	Ditto.
51	Process Serving Charges (Rent Suits) Temporary Establishment.	Ditto	..	Board of Revenue	..	Ditto	Ditto	..	Ditto.
52	Employees' Insurance Courts	XVII/21—Administration of Jus.	..	Judges, Employees' Insurance Courts.	..	Labour Department	November 1	..	Ditto.
53	Courts of Small Causes, excluding Works—Maintenance and Repairs.	21—Administration of Justice.	..	Judges, Small Causes Courts.	..	Judicial Department	Ditto	..	Ditto.
54	Temporary Courts of Civil and Sessions Judges.	21—Administration of Justice.	..	Registrar, High Court.	..	Ditto	..	November 1	November 20.
55	Movable Courts	Ditto	..	Ditto	..	Ditto	Ditto	..	Ditto.
56	Civil and Sessions Courts, Courts of Small Causes—Works—Maintenance and Repairs.	Ditto	..	Ditto	Ditto	..	Ditto.
57	Administration of Justice receipts, excluding receipts of High Court, Administrator—General and Official Trustee and Employees' Insurance Courts.	XVII—Administration of Justice.	..	District and Sessions—Judges, and District Officers.	..	Judicial Department	December 1	..	December 9.
58	Jails, excluding "Charges for Police Custody" and "Works—Repairs—Lock-ups".	XVIII/22—Jail.	..	Inspector General of Prisons.	October 25	..	November 25.
59	Charges for Police Custody..	22—Jails	..	Inspector General of Police.	Ditto	..	Ditto.
60	Police, including "Miscellaneous charges in connection with Stage Carriages".	XIX/23—Police	..	Ditto	October 15	..	November 15.

Serial number	Name of estimate	Head of account	Designation of the estimating officer	Channel of sub-mission	Date by which the estimate must reach the		
					Accountant General	Finance Department	
1	2	3	4	5	6	7	
61	Charges in connection with 23—Police Sago Carriages.	..	District Officers	Home Department	November 5	November 15.	
62	Administration of Indian Partnership Act, 1932 and Societies Registration Act.	XXXII/26—Miscellaneous Departments.	Registrar, Firms and Societies.	..	November 20	November 30	
63	Scientific Research and Cultural Affairs.	{ 27—Scientific Departments. 28—Education—Promotion of Arts and Culture. }	Director, Cultural Affairs and Scientific Research.	Cultural Affairs and Scientific Research Department.	October 5	October 16.	
64	Education, excluding grants-in-aid, National Cadet Corps and Auxiliary Cadet Corps.	XXII/28—Education.	Director of Education	..	November 1	November 26.	
65	National Cadet Corps and Auxiliary Cadet Corps.	Ditto	Circle Commander, N. C. C.	..	Ditto	Ditto.	
66	Medical Department, excluding the items mentioned below and those mentioned in Section II of this Appendix.	XXII/29—Medical	Director of Medical and Health Services.	..	October 13	November 25.	
67	Chemical Examiner ..	Ditto	Chemical Examiner	..	October 5	October 12.	

63	All items relating to Ayurvedic and Unani side, including the State Pharmacy and the State Ayurvedic College.	Ditto	..	Ayurvedic and Unani Sewa Nideslusk.	October 15	..	November 15.
64	Public Health, excluding the items mentioned below and those mentioned in Section II of this Appendix.	XXIV/30—Public Health.	..	Director of Medical and Health Services.	Ditto	..	Ditto.
70	State Health Board and Health Council.	Ditto	..	Secretary, State Health Board.	October 10	..	October 20.
71.	Local Self-Government Engineering Establishment.	Ditto	..	Chief Engineer, L. S. G. E. Department.	Ditto	..	October 30.
72	Town and Village Planning Establishment.	Ditto	..	Chief Engineer, Town and Village Planning Department.	Ditto	..	Ditto.
73	Agriculture Department, excluding the items mentioned below.	XXV/31—Agriculture—Agricultural Development.	..	Director of Agriculture.	November 1	..	December 4.
74	Nazul and other gardens, excluding grants-in-aid to the Lucknow Zoo.	Ditto	..	Engineering and Research.	November 15	..	Ditto.
75	Cane Development and Regulation of Sugar Industry, excluding Sugar Commissioner's Office.	Ditto	..	Cane Commissioner	Ditto	..	Ditto.
76	Sugar Commissioner's Office	Ditto	..	Sugar Commissioner	Ditto	..	Ditto.
77	Colonization Schemes ..	31—Agriculture (Colonization).	..	Board of Revenue	Ditto	..	Ditto.
78	Animal Husbandry, excluding the items mentioned below.	XXVI/33—Animal Husbandry.	..	Director of Animal Husbandry.	October 5	..	November 1.

Serial number	Name of estimate	Head of Account	Designation of the estimating officer	Channel of submission	Date by which the estimate must reach the		
					Accountant General	Finance Department	
1	2	3	4	5	6	7	
79	Veterinary College	XXVII/33—Animal Husbandry.	Principal, Veterinary College.	..	October 5	..	November 1
80	Livestock Research Station	
81	Livestock Research Schemes		Director of Animal Husbandry and Princi- pal, Veterinary College.	..	Ditto	..	Ditto.
82	State Livestock-cum Agri- cultural Farms.	Ditto	Deputy Director, State Livestock-cum- Agricultural Farms.	..	Ditto	..	Ditto.
83	Co-operative Department, ex- cluding the item mention- ed below.	XXVIII/34—Co- operation.	Registrar, Co-opera- tive Societies.	..	Ditto	..	November 3.
84	Co-operative Audit Establish- ment.	Ditto	Chief Audit Officer, Co-operative Socie- ties and Pancha- yats.	..	Ditto	..	Ditto.
85	Industries, excluding the heads mentioned below and those mentioned in Section II of this Appendix.	XXIX/35—Indus- tries.	Director of Industries	..	October 15	..	November 20.

86	Operation of Cement Factory	XXXI/35 Industries	Director, Government Cement Factory.	..	October 15	..	November 20.
87	Harcourt Butler Technological Institute.	Ditto	.. Principal of the Institute.	..	Ditto	..	Ditto.
88	Limestone and other mineral deposits including limestone quarrying operations in Dehra Dun.	Ditto	.. Director, Mining and Geology.	..	Ditto	..	Ditto.
89	Limestone quarrying operations in Dehra Dun	Ditto	Collector, Dehra Dun	..	Ditto	..	Ditto.
90	Vibhuti Glass Factory, Ramnagar (Varanasi).	Ditto	General Manager of the Factory.	..	Ditto	..	Ditto.
91	Cloth Rationing	Ditto	Provincial Textile Controller	..	Ditto	..	Ditto.
92	Administration of Yarn and Cloth Control Order.						
93	Fruit Preservation and Canning Scheme.	Ditto	.. Director of Fruit Utilization.	..	Ditto	..	Ditto.
94	Community Development Projects, National Extension Service and Local Development Works.	XXXI/37—Community Development Projects, National Extension Service and Local Development Works.	Development Commissioner.	..	October 30	..	November 30.
95	Labour excluding the items mentioned below.	XXXII/83—Labour and Employment.	Labour Commissioner.	..	November 20	..	Ditto.
96	Scheme for resettlement of ex-soldiers and labour						
97	Technical and vocational training of adult civilians.	Ditto	.. Director of Training and Employment.	..	Ditto	..	Ditto.
98	Permanent Co-ordination Board for State Industries.	Ditto	.. Chairman of the Board.	..	Ditto	..	Ditto.

Serial number	Name of estimate	Head of account	Designation of the Estimating Officer	Channel of submission	Date by which the estimate must reach the	
					Accountant General	Finance Department
1	2	3	4	5	6	7
99	Labour Courts and Industrial Tribunals.	XXXII/38—Labour and Employment.	Presiding Officer, Industrial Tribunal (I).	..	November 20 ..	November 20.
100	Planning and Co-ordination, excluding the items mentioned below.	XXXII/39—Miscellaneous Social and Developmental Organisations.	Development Commissioner.	..	October 30 ..	Ditto.
101	Planning Research and Action Institute and schemes/projects under the control of the Director.	..	Director, Planning Research and Action Institute.	..	Ditto ..	Ditto.
102	Prantiya Rakshak Dal (Main)	Ditto	Administrative Commandant, Prantiya Rakshak Dal.	..	Ditto ..	Ditto.
103	Prantiya Rakshak Dal (Wing of Police).	Ditto	Inspector-General of Police.	..	Ditto ..	Ditto.
104	Improvement and Uplift of Scheduled and Backward Classes.	Ditto	Director, Harijan Welfare.	..	November 1 ..	Ditto.
105	Social Welfare	Ditto	Director, Social Welfare.	..	October 31 ..	November 20
106	Information Directorate	Ditto	Director of Information.	..	October 15 ..	October 31.

107	Department of Economics and Statistics.	Ditto	..	Ditto	..	October 29.
108	Expenditure on Administration of Old Age Pensions.	Ditto	..	Labour Commissioner	..	November 20 .. November 30.
109	Tourist Traffic	..	Ditto	..	Transport Commissioner	..
110	Charges on irrigation establishment.	43, 44, 48, 99 and 100	Chief Engineer, Irrigation Department.	..	October 30 ..	Ditto.
111	Charges on establishment of Electricity Schemes.	45/101	..	Chief Engineer, Electricity Department.	..	Ditto.
112	Public Works Establishment.	50—Public Works and 103—Capital Outlay on Public Works.	Chief Engineer, Public Works Department.	..	October 15 ..	December 4.
113	Transport	..	XLIII/57—Road and Water Transport Schemes.	Transport Commissioner.	..	November 20 .. November 30.
114	Pensions and other retirement benefits.	retire. XLVII/65—Pensions and other retirement benefits.	Accountant General	December 5.
115	Old Age Pensions	..	Ditto	Labour Commissioner	Labour Department	November 20 ..
116	Pensions and allowances for political considerations.	66—Territorial and Political Pensions.	Home Secretary	..	October 5	Ditto. November 15.
117	Other allowances and pensions, including those payable in consequence of integration of merged States and areas.	..	Ditto	Secretary, General Administration Department.	Ditto	..

Serial number	Name of estimate	Head of account	Designation of the Estimating Officer	Channel of submission	Date by which the estimate must reach the	
					Accountant General	Finance Department
1	2	3	4	5	6	7
118	Allowances of relatives and servants of Rulers of merged States.	67—Privy Pursea and Allowances of Indian Rulers.	Secretary, General Administration Department.	..	October 5	November 15
119	Stationery and Printing	XLIX/63—Stationery and Printing	Superintendent, Printing and Stationery.	..	October 15	November 10.
120	Forest	LI/70—Forest	Chief Conservator of Forests.	..	November 15	December 15.
121	Miscellaneous Charges—					
	(i) Cost of books and periodicals.	71—Miscellaneous	Chief Secretary	..	November 1 ..	November 10.
	(ii) Petty establishments, other than Uttar Pradesh Sailors, Soldiers and Airmen's Board, and maintenance of dak runners.	Ditto	.. District Officers	.. Revenue Department	Ditto ..	Ditto.
	(iii) Expenditure in connection with the Uttar Pradesh Contributory Provident Fund-Pension—Insurance Schemes.	Ditto	.. Accountant General	Ditto.

(iv) Officers' Training School, Allahabad.		LII/71—Miscellaneous Principal, Officers' Training School, Allahabad.	..	November 1 ..	Ditto.
122	Transfer to U. P. Road Fund	76—Other Miscellaneous assignments and compensations.	..	November 20	December 5.
123	Commuted value of pensions	120— Payment of Accountant General .. commuted value of pensions.	Ditto.
124	Loans and advances bearing interest— (i) Loans to Government ser- vants.	Q—Loans and Advances by State Government.	December 15.
125	Unfunded Debt	.. S—Unfunded Debt	Ditto.
126	Deposits and advances	.. T—Deposits and Advances.	Ditto.
127	Remittances	.. U—Remittances	Ditto.
128	Contributions and miscellaneous adjustments between Central and State Governments.	LVII—Miscellaneous adjustments between Central and State Governments.	October 3.

APPENDIX C—SECTION II

List of estimates (budget and revised) for the framing of which administrative departments of the Secretariat are responsible, and the dates of their submission to the Finance Department.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
1	Collector's Office Establishment (Nazul).	9—Land Revenue	Local Self-Government	October 13.
2	Assignments and compensations.	Ditto	.. Revenue/ Local Self-Government	October 15.
3	Payments in satisfaction of decrees of courts, awards of arbitral-tribunals, etc.	13—Other Taxes and Duties—Charges under the Electricity Acts.	Power	October 25
4	Pay and leave salary of Commissioners and Additional Commissioners.	19—General Administration (Commissioners).	Appointment through Revenue.	October 20.
5	Rewards in Police Cases	Ditto	.. Home through Revenue.	Ditto.
6	Pay and leave salary of District Officers, Joint Magistrates, Assistant Commissioners, Deputy Collectors, Judicial Officers and Special Magistrates.	19—General Administration (District Administration).	Appointment through Revenue.	Ditto.
7	Treasury Officers, contract establishment, extra contract establishment and temporary posts of treasury clerks.	Ditto	.. Finance through Revenue.	Ditto.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department	
1	2	3	4	5	
8	Railway Magistrates, their staff and contingencies.	19—General Administration (District Administration).	Home Revenue	through	October 20
9	Diet money to complainants and witnesses.	Ditto	..	Ditto.	Ditto.
10	Rewards under the Arms Act.	Ditto	..	Ditto.	Ditto.
11	Repairs, oiling and cleaning of confiscated and forfeited firearms.	Ditto	..	Ditto. ..	Ditto.
12	Expenditure on Guests.	State	Ditto	.. General Administration through Revenue.	Ditto.
13	District Intelligence	..	Ditto	.. Confidential through Revenue.	Ditto.
14	Temporary staff for collection of dues realisable as arrears of land revenue other than land revenue, canal dues and <i>tagavi</i> .	Ditto	..	Finance	Ditto.
15	Magh Mela Establishment and works.	Ditto	..	Municipal through Revenue.	Ditto.
16	Works-Repairs—Lock-ups.	22—Jails	..	Home (Jails)	Ditto.
17	Expenditure connected with supply work.	XXI/26—Miscellaneous Departments.	Food and Civil Supplies		November 30
18	Grants to Universities	28—Education	..	Education	.. November 26.
19	Grants-in-aid to—	..	Ditto	..	Ditto.
(i) Non-Government Arts Colleges.					

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
	(ii) Non- Government Professional Colleges.	28--Education	Education	November 26
	(iii) Non-Government Secondary Schools.	Ditto	Ditto	Ditto.
	(iv) Non-Government Primary Schools.	Ditto	Ditto	Ditto.
	(v) Non-Government Special Schools.	Ditto	Ditto	Ditto.
	(vi) Scheme of development of Hindi literature.	Ditto	Ditto	Ditto.
20	Preparatory Military School in U. P.	Ditto	.. General Administration.	November 10.
21	Provision at the disposal of Minister of Health for grants to— (a) Indigenous and Allopathic hospitals and dispensaries. (b) Homoeopathic hospitals, dispensaries and practitioners.	29—Medical	Medical ..	November 5.
22	Grants to Lucknow University for the maintenance of the K. G. Medical College, the G.M. and Associated Hospitals, Queen Mary's Hospital and Kasturba T. B. Clinic.	Ditto	.. Medical ..	Ditto.
23	State Government's share of cost of the Inter-State Mental Hospital, Ranchi.	Ditto	.. Ditto ..	Ditto.
24	Grants for medical purposes.	Ditto	. Ditto ..	Ditto.
25	Contributions to District Boards.	30—Public Health	Public Health ..	October 5.
26	Grants for Maternity and Child Welfare.	Ditto	.. Ditto ..	October 15.
27	Grants for Children's Parks	Ditto	. Ditto	Ditto.
28	Grants for special assistance to pilgrim centres.	Ditto	.. Ditto ..	Ditto.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
29	Grants for urban sanitation.	30—Public Health	Local Self-Government.	October 15.
30	Grants for rural and minor sanitary works.	Ditto	Local Self-Government.	Ditto.
31	Re-grant of lapses	Ditto	Ditto	Ditto.
32	Magh Mela charges (Public Health).	Ditto ..	Public Health ..	Ditto.
33	Magh Mela charges (Local Self-Engineering Department),	Ditto	Local Self-Government.	Ditto.
34	Grants-in-aid to Lucknow Zoo.	31—Agriculture	Public Health ..	November 15.
35	Scheme for setting up a U. P. Financial Corporation.	35—Industries	Industries ..	Ditto.
36	Board of Technical Education.	Ditto ..	Ditto ..	November 10.
37	Irrigation Works charged to Revenue (excluding establishment charges).	43, 44 and 48..	..	November 25.
38	Engineering Institutions	44 ..	Power ..	Ditto.
39	Expenditure on Electricity Schemes met from Revenue (excluding establishment charges).	45 ..	Do. ..	November 20.
40	Public Works met from Revenue (excluding establishment charges).	XXXVII/50—Public Works.	Public Works ..	December 5.
41	Improvement of communications financed from Central Road Fund.	50—Public Works	Ditto ..	Ditto.
42	Grants-in-aid of Public Works, excluding the items mentioned below.	Ditto ..	Ditto ..	November 1.
43	Grants-in-aid of Public Works to—			
	(a) District Boards	Ditto ..	Local Self-Government.	Ditto.
	(b) Municipal Boards	Ditto ..	Municipal ..	Ditto.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
44	Contribution to the District Board, Palamau in Bihar for the maintenance of a road in Mirzapur District.	50—Public Works	Scarcity ..	November 1.
45	Grants to local bodies for management of ferries.	Ditto	.. Local Self-Government.	Do.
46	Grants to local bodies for construction and improvement of roads.	Ditto	.. Transport ..	Do.
47	Grants to local bodies for maintenance of roads of Phase I of the Post-War Road Programme.	Ditto	.. Local Self-Government.	Do.
48	Aviation ..	56—Aviation ..	Transport ..	November 31.
49	Famine Relief ..	64-A—Famine Relief.	Forest, Scarcity, Irrigation and Public Works.	November 1.
50	Transfer to the Famine Relief Fund.	64-B—Transfer to Famine Relief Fund.	Finance ..	Do.
51	Miscellaneous charges, other than those mentioned in Section I of this Appendix.	71—Miscellaneous	Administrative Departments concerned.	November 10.
52	Rural Water Supply and Sanitation Schemes.	94—Capital Outlay on Improvement of Public Health.	Local Self-Government.	November 25.
53	Schemes of Agricultural Improvement and Research, excluding District Boring Operations.	95—Capital Outlay on Schemes of Agricultural Improvement and Research.	Agriculture .	November 20.
54	District Boring Operations	Ditto	.. Planning	Do.
55	Government Commercial Undertakings.	96—Capital Outlay on Industrial Development.	Industries .	November 25.
56	Investments in shares of Co-operative Societies and Federations under the Reorganization and Expansion of the Co-operative Credit Scheme and under the Co-operative Marketing, Processing, etc., schemes.	XXIX/96-Capital Outlay on Development.	Co-operative ..	Do.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
57	Investment in shares of Co-operative Sugar Factories.	XXIX/96—Capital Outlay on Development.	Cana Development	November 25.
58	Construction of Irrigation Works outside the Revenue Account (excluding establishment charges).	99/100—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works.	Irrigation	.. December 10.
59	Capital Outlay on Electricity Schemes (excluding establishment charges).	101	.. Power	.. November 25.
60	Capital Outlay on Public Works (excluding establishment charges).	103—Capital Outlay on Public Works.	Public Works	.. December 5.
61	Capital Expenditure on different State Schemes.	109—Capital Outlay on Other Works	Departments concerned	November 25.
62	Capital Expenditure on Schemes relating to Transport Department.	114—Capital Outlay on Road and Water Transport Schemes.	Ditto	.. Do.
63	Capital Expenditure on Schemes relating to Forest Department.	119—Capital Outlay on Forests.	Forest	.. December 8.
64	Schemes of State Trading—	124—Capital Outlay on Schemes of Government Trading.		
	(i) Grain Supply Scheme	..	Food and Civil s.	December 5.
	(ii) Railway Sleeper and Fuel Control Scheme.	..	Forest	.. Do.
65	Loans and Advances bearing interest—Loans to—	Q—Loans and Advances by the State Government.		
	(i) Mahapalikas	.. Ditto	.. Local Self-Govern-ment.	November 25.
	(ii) Loans to Municipalities.	Ditto	.. Ditto	.. Do.
	(iii) Loans to District and other Local Fund Committees.	Ditto	.. Local Self-Govern-ment and Municipal.	Do.
	(iv) Advances under U. P. Encumbered Estates Act Bonds.	Ditto	.. Revenue	.. November 10.

Serial number	Estimate	Head of Account	Administrative Department responsible	Last date for submission to Finance Department
1	2	3	4	5
	(v) Loans to the State Electricity Board.	Q—Loans and Advances by the State Government.	..	November 25.
	(vi) Miscellaneous Loans and Advances.	Ditto	.. Departments concerned.	Do.
	(vii) Loans and Advances to displaced persons.	Ditto	.. Relief and Rehabilitation.	Do.
	(viii) Advances to cultivators.	Ditto	Security	.. Do.
66	Deposit accounts of grants.	T—Deposits and Advances.	Departments concerned.	November 15,
67	Grants-in-aid from Central Government— Other Grants-in-aid.	LVI—Grants-in-aid from Central Government.	Departments concerned.	December 10,
68	Public Debt	.. O—Public Debt	Finance	.. December 15.

APPENDIX D

(Referred to in para 210)

CALENDAR SHOWING THE DATES OF THE BUDGET PROGRAMME

EXPLANATORY NOTE

This is a calendar of the Finance Department's operations in connexion with the annual budget, supplementary estimates, re-appropriations and resumption of savings. The dates, where mentioned in column 4, are meant to draw the attention of all concerned : (i) to the *last* date by which any item of work should be completed and (ii) in the case of statements, applications, etc., to the *last* date by which they should reach the authority concerned :

Serial no.	Item of work	Reference to para- graphs in this Manual	Date
1	2	3	4
1	Submission by the Accountant-General of preliminary actuals of receipts and outgoings of each month.	103	15th of the following month.
2	Grants to be communicated by the Finance Department to the administrative departments of the Secretariat.	88	As soon as possible after the passing of the Appropriation Act.
3	Proposals or schemes of "new expenditure" to be submitted to Government in the administrative departments concerned by heads of departments from time to time.	60	April 1 to October 15.
4	Accountant-General to send March Final Accounts (Article 243, Account Code).	..	June 25.
5	Accountant-General to send corrections to March Final Accounts (Article 244, Account Code).	..	July 15.
6	Statements showing the amounts anticipated on account of leave and deputation salaries payable in England during the remainder of the current year or for any period in the forthcoming year to be submitted by the administrative departments concerned to the Finance Department.	42	September 1.

Serial no.	Item of work	Reference to para- graphs in this Manual	Date
1	2	3	4
7	Statement showing anticipated expenditure on State scholarship holders payable in England during the forthcoming year to be submitted by the administrative departments concerned to the Finance Department.	47	September 1.
8	Receipt from the Accountant-General of the budget estimates under certain heads (<i>vide</i> Section I of Appendix C).	19 and 55 (b).	October 10 to December 10.
9	Receipt from the administrative departments of the Secretariat of certain estimates (budget and revised) (<i>vide</i> Section II of Appendix C).	19 and 55 (d),	October 5 to December 15.
10	Administrative departments to forward to the Finance Department from time to time proposals and schemes of "new expenditure" administratively approved by them.	60	April 1 to November 30.
11	Preliminary statement of anticipated excesses and savings in expenditure to be submitted by the controlling officers to the Finance Department.	54	November 25.
12	Revised estimates of revenue receipts under certain heads to be submitted by certain controlling officers and administrative departments to the Finance Department.	56	November 25.
13	(a) Receipt of the revised estimates for the current year and the budget estimates for the forthcoming year of the High Commission for India, London.	46	November 30.
	(b) Receipt of the amended estimates of the above.	46	December 20.
	(c) Receipt (by cable) of exceptional modifications in the above.	40	January 3.
14	Administrative departments and the Public Works Department to submit to the Finance Department complete lists of items of "new expenditure", arranged in order of urgency, finally approved for inclusion in the budget for the forthcoming year.	70 read with 60.	Within a week of the last date prescribed for accepting such items.

Serial no.	Item of work	Reference to paragraphs in this Manual	Date
1	2	3	4
15	Scrutiny of departmental estimates by the Finance Department.	74—80	October-January.
16	Revised estimates to be prepared by primary units by the Finance Department.	55	December-January.
17	Consideration of the budget and the schedule of new expenditure by the Council of Ministers.	79	January.
18	Receipt in the Finance Department of any appreciable variations in the revised figures of expenditure and receipts subsequent to the communication to the Finance Department under items 11 and 12 above.	57	January 7.
19, (a)	Receipt in the Finance Department from Secretaries to Government of final statements of excesses and savings.	140	January 15.
	(b) Receipt in the Finance Department from controlling officers, other than Secretaries to Government, of final statements of excesses and savings.	140	January 25.
20	Applications for supplementary grants to be entertained by the Finance Department.	..	By dates as may be prescribed by the Finance Department each year.
21	Preparation by the Finance Department of supplementary estimates.	..	Dates to be decided by the Finance Department themselves
22 (a)	Presentation of the budget to the Legislature.	84	February-March.
	(b) Disposal of the budget by the Legislature.	86-87	Within March (except when a 'Vote on Account' is obtained).
23	Final date for the receipt in Finance Department of applications for sanctioning of re-appropriations.	159	March 20.
24	Surrender of savings ascertained after the submission of the final statements of excesses and savings.	141	March 25.

APPENDIX E

List of Controlling Officers for expenditure heads (including 'Works' except where indicated otherwise) and corresponding receipt heads.

[See paragraphs 15 (14), 54 and 107]

Major heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
All Major Heads	.. Expenditure in England under the control of the High Commission.	Director of Audit, Indian Accounts in the United Kingdom.
4—Taxes on Income other than Corporation Tax.	Collection of taxes on Large Land Holdings.	Board of Revenue.
9—Land Revenue	.. 1. Charges of Administration—	
	(a) General Revenue Charges.	Ditto.
	(b) Collector's Office Establishment (Nazul)	Local Self-Government Secretary.
	(c) Partition Charges	Board of Revenue.
	2. Management of Government Estates.	Ditto.
	3. Charges on account of land revenue collections.	Ditto.
	4. Survey, Settlement and Record Operations.	Ditto.
	5. Land Records ..	Ditto.
	6. Assignments and Compensations—	
	Inamdars and other grantees.	Ditto.

Major-heads	Minor heads, including detailed heads there- under	Controlling Officers
1	2	3
10—State Excise Duties	All minor heads, except the one noted below :	Excise Commissioner.
	Publicity and Social Uph't (Prohibition),	State Prohibition Officer.
11—Taxes on Vehicles ..	All minor heads ..	Secretary, Transport.
12—Sales Tax ..	All minor heads ..	Commissioner of Sales Tax.
13—Other Taxes and Duties	1. Entertainment and Betting Taxes.	Entertainment and Bet- ting Tax Commissioner.
	2. Tax on sale of motor spirit.	Excise Commissioner.
	3. Charges under the Elec- tricity Acts	Secretary, Power Depart- ment.
14—Stamps ..	All minor heads ..	Junior Secretary, Board of Revenue.
15—Registration Fees ..	All minor heads ..	Inspector General of Regis- tration.
16—Interest on Debt and other Obligations.	All minor heads ..	Finance Secretary through the Accountant General.
17—Appropriation for re- duction or avoidance of debt.	All minor heads ..	Ditto.
18—Parliament and State Legislature.	1. State Legislative Assembly and Council and the State Legisla- ture Secretariat.	Secretary, Legislature.
	2. Elections Chief Electoral Officer.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
19—General Administration	1. Head of State and Ministers, excluding Ministers.	Governor's Secretary.
	2. Ministers ..	Chief Secretary,
	3. Civil Secretariat ..	Ditto.
	4. Land Reforms Commissioner.	Board of Revenue.
	5. Revision of District.. Gazetteers.	State Editor, District Gazetteers.
	6. Inspectorate of Offices	Chief Inspector of Offices.
	7. Public Service Commission	Secretary, Public Service Commission.
	8. Board of Revenue ..	Administrative Member, Board of Revenue.
	9. Local Fund Audit Establishment,	Examiner, Local Fund Accounts.
	10. Discretionary grants by the Governor.	Governor's Secretary.
	11. Discretionary grants by the Chief Minister.	Chief Secretary.
	12. Expenditure on projects of local public utility in Kumaun.	Commissioner, Kumaun Division.
	13. Uttar Pradesh Administrative Tribunal.	President, U. P. Administrative Tribunal.
	14. Expenditure on elections to Local Bodies.	Director of Elections (Local Bodies).
	15. Expenditure on elections to Zila Parishads.	Ditto.
19—General Administration	1. Commissioner's Main Offices and Record Room Establishment, excluding the following:	Revenue Secretary.
	(a) Pay and leave salary of Commissioners and Additional Commissioners-	Chief Secretary, through Appointment Department.
	(b) Rewards in police cases	Home Secretary.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
19—General Administration— (contd).	2. District Administration General Establishment, excluding the following :	Revenue Secretary.
	(a) Pay and leave salary of District Officers, Joint Magistrates, Assistant Commissioners, Deputy Collectors, Judicial Officers and Special Magistrates.	Chief Secretary, through Appointment Department.
	(b) Railway Magistrates, their staff and contingencies.	Home Secretary.
	(c) Decumoney to complainants and witnesses, Contingencies—District Intelligence and Contingencies—Non-Contract—Rewards under the Arms Act. Repairing, oiling and cleaning of confiscated and forfeited firearms.	Ditto.
	(d) Treasury Officers, Contract Establishment, Extra Contract Establishment, temporary posts of treasury clerks and Remittance Charges.	Finance Secretary.
	(e) Temporary Establishment, Extra Staff for Encumbered Estates work, Contingencies—Contract and Contingencies—Non-Contract—Purchase of Tents and Books.	Board of Revenue.
	3 Sub-Divisional Establishment, excluding the following :	Revenue Secretary.
	(a) Temporary staff for collection of sales tax dues realizable as arrears of land revenue other than land revenue, canal dues and <i>takavi</i> .	Commissioner of Sales Tax, U.P.
	(b) Other establishments excluding the following :	Revenue Secretary.

Major heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
19—General Administration— (concl'd.)	(i) Temporary establishment and translators. (ii) Magh Mela Establishment.	Board of Revenue. District Magistrate, Allahabad.
19—General Administration	(iii) Uttara Khand Division. Gaon Sabhas and Panchayats, excluding the following: Panchayat Audit Establishment.	Commissioner, Uttara Khand Division. Director of Panchayats. Chief Audit Officer, Co-operative Societies and Panchayats.
21—Administration of Justice.	of 1. High Court 2. Advocate-General 3. Legal Remembrancer and Government Advocates. 4. Administrator-General and Official Trustee. 5. Civil and Sessions Courts, except the following: (i) Process-serving charges (Rent Suits). (ii) Employees' Insurance Courts. 6. Courts of Small Causes. 7. Works	.. Registrar, High Court. .. Advocate-General. Legal Remembrancer. Administrator-General and Official Trustee. Judicial Secretary. Revenue Secretary. Labour Secretary. Judicial Secretary. Registrar, High Court.
22—Jails All charges, except the following: (i) Charges for Police Custody. (ii) Works—Repairs—Lock-ups.	Inspector-General of Prisons. Inspector-General of Police. Home Secretary.
23—Police All minor heads, except the one noted below: Miscellaneous charges in connection with stage carriages.	Inspector-General of Police. Home Secretary.
26. Miscellaneous Departments.	Administration of Indian Partnership Act, 1932 and Societies Registration Act. Expenditure connected with supply work.	Registrar, Firms and Societies. Secretary, Food and Civil Supplies Department.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
27—Scientific Departments—		
(i) 27—Scientific Departments.	All minor heads	.. Director, Cultural Affairs and Scientific Research.
(ii) 28—Education	.. Promotion of Arts and Culture.	Ditto.
28—Education	.. All charges, except those noted below:	Director of Education.
	(i) Scheme of development of Hindi Literature.	Education Secretary.
	(ii) National Cadet Corps.	Circle Commander, N. C. C.
	(iii) Auxiliary Cadet Corps.	Ditto.
	(iv) Preparatory Military School in Uttar Pradesh.	Secretary, General Administration Department.
29—Medical	.. All minor heads except the following:	Director of Medical and Health Services.
	(i) Chemical Examiner	Chemical Examiner.
	(ii) All heads relating to Ayurvedic and Unani side, including the State Pharmacy and the State Ayurvedic College.	Ayurvedic and Unani Sewa Nideshak.
	(iii) Provision at the disposal of Minister of Health for grants to—	
	(a) Indigenous and Allopathic Hospitals and Dispensaries.	Medical Secretary.
	(b) Homoeopathic Hospitals, dispensaries and practitioners.	Ditto.

Major heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
29—Medical—(concl'd.)	<p>(iv) Grants-in-aid to Lucknow University for the maintenance of the K. G. Medical College, G. M. & A. Hospitals, Queen Mary's Hospital, and Kasturba T. B. Clinic.</p> <p>(v) State Government's share of cost of the Inter-State Mental Hospital, Ranchi.</p> <p>(vi) Grants for medical purposes.</p>	<p>Medical Secretary.</p> <p>Ditto.</p> <p>Ditto.</p>
30—Public Health	<p>All heads excluding the following:</p> <p>(i) State Health Board and Health Council.</p> <p>(ii) Local Self-Govt. Engineering Establishment.</p> <p>(iii) Local Self-Govt. Engineering Department (Magh Mela Charges including works).</p> <p>(iv) Town and Village Planning Establishment.</p> <p>(v) Grants for special assistance to pilgrim centres.</p> <p>(vi) Grants for urban sanitation.</p> <p>(vii) Grants for rural and minor sanitary works.</p> <p>(viii) Re-grant of lapses.</p> <p>(ix) Grants for children's parks.</p>	<p>Director of Medical and Health Services.</p> <p>Secretary, State Health Board.</p> <p>Chief Engineer, Local Self-Govt. Engineering Department.</p> <p>Ditto.</p> <p>Chief Engineer, Town and Village Planning Department.</p> <p>Secretary, State Health Board.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p> <p>Ditto.</p>
31—Agriculture—Agricultural Development.	<p>All heads, excluding the following:</p> <p>(i) Grants-in-aid to the Lucknow Zoo.</p>	<p>Director of Agriculture.</p> <p>Secretary, Public Health Department.</p>

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
31.—Agriculture—Agricultural Development,—(concl'd.)	(ii) Kans Eradication Schemes in Bundelkhand and Jalaun.	Collector, Jhansi.
	(iii) Cane Development and Regulation of Sugar Industry, except the following:	Cane Commissioner.
	Sugar Commission ..	Sugar Commissioner.
31.—Agriculture—Colonization	Colonization Schemes	Board of Revenue.
33.—Animal Husbandry	.. All minor heads, except the following:	Director of Animal Husbandry.
	(i) Veterinary College and allied institutions and schemes.	Principal, College of Veterinary Science and Animal Husbandry.
	(ii) State Livestock-cum-Agricultural Farms.	Deputy Director, State Livestock-cum-Agricultural Farms.
34.—Co-operation	.. All minor heads, except the one noted below:	Registrar, Co-operative Societies.
	Co-operative Audit Establishment.	Chief Audit Officer, Co-operative Societies and Panchayats.
35.—Industries	.. All minor heads, except the following.	Director of Industries.
	(i) Operation of Cement Factory.	Director, Cement Factory.
	(ii) Limestone and other mineral deposits, excluding limestone quarrying operations in Dehra Dun.	Director, Mining and Geology.
	(iii) Limestone quarrying operations in Dehra Dun.	Collector, Dehra Dun.
	(iv) Vibhuti Glass Factory, Ramnagar, Varanasi.	General Manager of the Factory.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
35.—Industries—(concl.) ..	(v) Fruit Preservation and Canning Scheme.	Director of Fruit Utilization.
	(vi) Harcourt Butler Technological Institute.	Principal of the Institute.
	(vii) Cloth Rationing	Industries Secretary.
	(viii) Administration of Yarn and Cloth Control Order.	Provincial Textile Controller.
	(ix) U. P. Financial Corporation.	Industries Secretary
	(x) Board of Technical Education.	Ditto.
37.—Community Development Projects, National Extension Service and Local Development Works.	All minor heads	.. Development Commissioner.
38.—Labour and Employment.	All minor heads excluding the following :	Labour Commissioner.
	Permanent Conciliation Board for State Industries.	Chairman, Permanent Conciliation Board.
	Labour Courts and Industrial Tribunals.	Presiding Officer, Industrial Tribunal (I).
	Scheme for Resettlement of ex-soldiers and Labour.	Director of Training and Employment.
	Scheme for technical and vocational training of Adult Civilians.	Ditto.
39.—Miscellaneous Social and Developmental Organizations.	All minor heads, except the following.	Development Commissioner.
	(i) Prantiya Rakshak Dal (Main).	Administrative Commandant, Prantiya Rakshak Dal.
	(ii) Prantiya Rakshak Dal (Wing of Police.)	Inspector-General of Police
	(iii) Planning Research and Action Institute and the projects and schemes under the control of the Institute.	Director, Planning Research and Action Institute.

Major-heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
39.—Miscellaneous Social and Developmental Organizations.—(concl'd.)	(iv) Expenditure on Administration of Old Age Pensions. (v) Improvement and Uplift of Scheduled and Backward Classes. (vi) Social Welfare .. (vii) Department of Economics and Statistics. (viii) Tourist Traffic Schemes. (ix) Information Directorate.	Labour Commissioner. Director, Harijan Welfare. Director, Social Welfare. Director of Economic Intelligence and Statistics. Transport Commissioner. Director of Information.
43—Irrigation, Navigation, Embankment and Drainage Works (Commercial).	Working expenses (Irrigation Works).	Chief Engineer, Irrigation Department.
44—Irrigation, Navigation, Embankment and Drainage Works (Non-commercial).	All minor heads, excluding the one noted below: Engineering Institutions	Ditto. Secretary, Power Department
45—Electricity Schemes ..	All minor heads excluding establishment	Chief Engineer, Electricity Department.
45 and 101 ..	Charges on Establishment of Electricity Schemes.	Ditto.
48—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works.	All minor heads	Chief Engineer, Irrigation Department.
50—Public Works (including Central Road Fund Development Account)	All minor heads, except the following : (i) Grants-in-aid of Civil Works to— (a) Municipal Boards (b) District Boards .. (c) Others .. (ii) Contribution to the District Board, Palamau in Bihar, for the maintenance of a road in the Mirzapur District.	Chief Engineer, Public Works Department. Local Self-Government Secretary. Ditto. Public Works Department Secretary. Revenue Secretary.

Major heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
50.—Public Works (including Central Road Fund Development Account— <i>consolid.</i>)	(iii) Grants to local bodies for management of ferries. (iv) Grants to local bodies for construction and improvement of roads. (v) Grants to District Boards of surplus receipts from ferries managed by the Public Works Department. (vi) Grant to Indian Road Congress. (vii) Grants to local bodies in respect of proceeds from <i>tekbazari</i> and projection fees levied by them on State Roads. (viii) Grants to local bodies for maintenance of roads of Phase I of the Post-War Road Programme (ix) Contribution to the Ganga-Brahmaputra Water Transport Board. (x) Reserve for petty and minor works for Secretariat and other buildings. (xi) Reserve for petty and minor works in connection with the Legislators' residences at Lucknow.	Local Self-Government Secretary. Ditto. Public Works Department Secretary. Ditto. Ditto. Local Self-Government Secretary. Public Works Department Secretary. Ditto. Ditto.
56.—Aviation	All minor heads	Transport Commissioner.
57.—Road and Water Transport Schemes.	All minor heads	Ditto.
64.—Famine— A—Famine Relief ..	All minor heads except the following : (i) Maintenance of famine tools and plant.	Revenue Secretary. Irrigation and Public Works Department Secretaries.
64-A —Famine Relief—(<i>consolid.</i>)	(ii) Forest hay fodder operations.	Chief Conservator of Forests.
64-B—Transfer to Famine Relief Fund.	..	Finance Secretary.
65.—Pensions and other retirement benefits.	All minor heads, except the one noted below— Old Age Pensions	Finance Secretary, through the Accountant General. Labour Commissioner.
66.—Territorial and Political Pensions.	Pensions and allowances for political considerations.	Home Secretary.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
66.—Territorial and Political Pension—(concl'd.)	Other allowances and pensions including those payable in consequence of integration, of merged States and areas.	Secretary, General Administration Department, through the Accountant General.
67.—Privy purses and allowances of Indian Rulers.	Privy purses and allowances to Rulers of Integrated States and allowances of their relatives and servants.	Ditto.
68.—Stationery and Printing.	Stationery and Printing	Superintendent, Printing and Stationery.
70.—Forest	.. All minor heads, except the one noted below: Interest on capital	Chief Conservator of Forests. .. Finance Secretary, through Accountant General.
71.—Miscellaneous	.. A. Cost of books and periodicals. B. Donations for charitable purposes. C. Special Commissions of Enquiry— (i) University Grants Committee. (ii) Other Commissions and Committees. D. Petty Establishments, excluding the following: (i) Maintenance of dak runners. (ii) Establishment in connection with National Savings Scheme. (iii) Wasika Office, Lucknow and Agency Office, Varanasi. E. Irrecoverable temporary loans and advances written off— (i) Takavi loans (ii) Other loans	Chief Secretary. Secretary, General Administration Department. Secretaries of the Administrative Departments concerned. Revenue Secretary. Secretary, General Administration Department. Finance Secretary. Secretary, General Administration Department. Board of Revenue. Finance Secretary.

Major heads	Minor heads, including detailed heads there- under	Controlling Officers
1	2	3
71—Miscellaneous (<i>continued</i>)	F.—Contributions, exclud- ing the following :	Local Self-Government Secretary.
	Other Contributions excluding the following:	Secretary, General Ad- ministration Depart- ment.
	(a) Contribution to the S.P.A., Lucknow.	Local Self-Government Secretary.
	(b) Grant to the Library attached to the Uttar Pradesh Centre of the Institute of Engineers.	Public Works Department Secretary.
	(c) Grant to the Dis- trict Soldiers', Sailors' and Airmen's Board, Basti.	Revenue Secretary.
	G—Other Compensations	Home Secretary.
	H—Expenditure on account of State Prisoners and Detenus	Ditto.
	J—Miscellaneous and Un- foreseen Charges. ..	
	(i) Cost of treatment at the anti-rabic centres.	Director, Medical and Health Services.
	(ii) Special rewards ..	Chief Secretary.
	(iii) Transfer to Nazul Fund, Lucknow.	Secretary, Local Self- Government Department.
	(iv) Expenditure on Lucknow Nazul.	Ditto.
	(v) Rewards for gallantry to Armed Forces Per- sonnel.	Revenue Secretary.
	(vi) Other charges, ex- cluding the following..	Secretary, General Ad- ministration Depart- ment.
	(a) Other Miscellan- eous Charges.	Finance Secretary.

Major heads	Minor heads, including detailed heads thereunder	Controlling Officers
1	2	3
71—Miscellaneous(<i>continued</i>)	<p>(b) Expenditure on relief of riot sufferers. Home Secretary.</p> <p>(c) Expenditure in connection with Independence and Republic Day Celebrations, etc. Information Secretary.</p> <p>(d) Commission charges on bank drafts. Finance Secretary.</p> <p>(e) Transfer to the Sugar Research and Labour (Housing) Fund. Excise Commissioner.</p> <p>(f) Transfer of receipts on account of molasses to the credit of Uttar Pradesh Sugar and Power Alcohol Industries Labour Welfare and Development Fund. Labour Secretary.</p> <p>(g) Payment to the Maharaja of Banaras for Ramlila expenditure, management of temples and other charitable institutions. Secretary, General Administration Department.</p> <p>(h) Expenditure in connection with U. P. Contributory Provident Fund-Pension Insurance Scheme. Finance Secretary, through Accountant General.</p> <p>(i) Expenditure on Non-ISF Unit. Secretary, General Administration Department.</p> <p>(j) Repayment of loans credited to Revenue and of interest thereon. Finance Secretary.</p> <p>(k) Payment of subsidies to Local Bodies, Co-operative Societies and other statutory bodies, etc. under the Slum Clearance and other subsidized Industrial Housing Schemes. Local Self-Government Secretary.</p>	

Major Heads	Minor heads including detailed heads thereunder	Controlling Officers
1	2	3
71.—Miscellaneous (<i>concluded</i>)	(l) Charges in connection with State Functions.	Chief Secretary.
	(m) Loss of cash in treasury.	Finance Secretary.
	(n) Auctioneers' commission on sale of condemned typewriters.	Industries Secretary.
	(o) Subsidy to private industrialists for construction of quarters for industrial workers.	Local Self-Government Secretary.
	(p) Expenditure on relief and rehabilitation of displaced persons.	Secretary-cum-Commissioner, Relief and Rehabilitation.
	(q) Expenditure in connection with the administration of Evacuee Property.	Secretary, Relief and Rehabilitation Department.
	(r) Expenditure in connection with the Administration of the Evacuee Interest (Separation) Act, 1951.	Ditto.
	K—Rents, Rates and Taxes	Government Estate Officer.
	L—Training	
	(i) Officers Training School, Allahabad	Principal, Officers' Training School, Allahabad.
	(ii) Training of I. A. S. Probationers.	Chief Secretary.
	(iii) Hindi shorthand and typewriting classes of the Secretariat.	Ditto
	O—Loss by exchange.	Finance Secretary.
	Q—Works—	
	(i) Works excluding those coming under other departments.	Commissioner-cum-Secretary, Relief and Rehabilitation Department.
	(ii) Other Departments	Revenue Secretary.
76.—Other Miscellaneous contributions and assessments.	(i) Transfer to U. P. Road Fund.	Transport Commissioner.
	(ii) Pensions in lieu of resumed lands.	Finance Secretary.

Major heads	Minor heads including detailed heads thereunder	Controlling Officers
1	2	3
76—Other miscellaneous contributions and assessments (concluded).	(iii) Advances to excluded proprietors and other compensation. (iv) Advances to former ruling Chiefs and other notabilities. (v) Other land revenue compensations. (vi) Annuities payable to Waqfs, Trusts and Endowments. (vii) Payments in satisfaction of decree of courts (charged)	Board of Revenue. Local Self-Government Revenue Secretary. Revenue/Finance Secretary. Board of Revenue. Ditto.
94—Capital Outlay on Improvement of Public Health.	All minor heads	Local Self-Government Secretary.
95—Capital Outlay on schemes of Agricultural Improvement and Research.	All minor heads, except the one noted below: District Boring Operations	Director of Agriculture. Development Commissioner.
96—Capital Outlay on Industrial Development.	Investments in Government commercial undertakings, excluding the following: (i) Establishment of a Cement Factory in Uttar Pradesh. (ii) Investment in shares of Co-operative Societies and Federations under the Reorganization and Expansion of the Co-operative Credit Scheme and under the Co-operative Marketing and Processing Schemes, etc. (iii) Investments in shares of Co-operative Sugar Factories.	Director of Industries. Director, Government Cement Factory, Churk. Registrar, Co-operative Societies. Cane Commissioner.
99 and 100—Capital Outlay on Irrigation, Navigation, Embankment and Drainage Works.	All minor heads	Chief Engineer, Irrigation Department.
101—Capital Outlay on Electricity Schemes.	Ditto.	.. Chief Engineer, Electricity Department.
103—Capital Outlay on Public Works.	Ditto	.. Chief Engineer, Public Works Department
109—Capital Outlay on other works.	Ditto.	. Heads of Departments concerned or such other officers as may be declared as controlling officers.

Major heads	Minor heads, including detailed heads there-under	Controlling Officers
1	2	3
114—Capital Outlay on Road and Water Transport Schemes.	All minor heads	Transport Commissioner.
119—Capital Outlay on Forests	Ditto	Chief Conservator of Forests.
120—Payments of commuted value of pensions.	Payment of commuted value of pensions.	Finance Secretary, through the Accountant General.
124—Capital Outlay on schemes of Government trading.	All minor heads, excepting the following item:	Secretary, Food and Civil Supplies Department.
	Railway Sleeper and Fuel Control Scheme.	Chief Conservator of Forests.
Q—Loans and Advances by the State Government.	Loans to Mahapalikas	Local Self-Government Secretary.
	Loans to Municipalities	Ditto.
	Loans to District and other Local Fund Committees.	Ditto.
	Advances to cultivators	Board of Revenue.
	Advances under special laws—	
	(i) U. P. Encumbered States Act Bonds.	Revenue Secretary.
	(ii) Loans to State Electricity Board.	Power Secretary.
	Miscellaneous Loans and Advances.	Secretaries to Government in the Administrative Departments concerned.
	Loans and Advances to displaced persons.	Commissioner-cum-Secretary, Relief and Rehabilitation Department.
	Loans to Government servants.	Finance Secretary.

APPENDIX F

(Referred to in paras 3 and 136)

The Uttar Pradesh Contingency Fund Act, 1950 and the rules framed thereunder

UTTAR PRADESH CONTINGENCY FUND ACT, 1950

(U. P. Act No. XIX OF 1950)

AN
ACT

*to provide for the establishment of a Contingency Fund
for the State of Uttar Pradesh*

WHEREAS Article 267(2) of the Constitution of India provides *inter alia* that the Legislature of a State may by law establish a Contingency Fund for the State ;

It is hereby enacted as follows :

1. (1) This Act may be called the Uttar Pradesh Contingency Fund Act, 1950.

Short title
and com-
mencement.

(2) It shall come into force at once.

2. In this Act, "the Fund" means the Uttar Pradesh Contingency Fund established under section 3.

Interpreta-
tion.

3. On the commencement of this Act, the State Government shall establish in and for the State of Uttar Pradesh a fund called the Uttar Pradesh Contingency Fund.

Establish-
ment of the
Uttar Pra-
desh Contingency Fund

4. The State Government shall, on the commencement of this Act, withdraw a sum of four crores of rupees out of the Consolidated Fund of the State and place it to the credit of this Fund.

Withdrawal
of a sum of
four crores
of rupees out
of the Con-
solidated
Fund of the
State and
credit there-
of to the
Uttar Pra-
desh Contingency Fund

5. The Fund shall be placed at the disposal of the Governor of Uttar Pradesh, who shall not expend it except for the purpose of making advances from time to time for meeting unforeseen expenditure of the State, pending authorization of such expenditure by the Legislature of the State under appropriations made by law and, immediately after the coming into operation of such law, an amount equal to the amount or amounts advanced by the Governor for the purposes aforesaid shall be deemed to have been placed to the credit of the Fund and the amount so transferred shall for all purposes be deemed to be a part of the Fund.

Purpose for
which the
Uttar Pra-
desh Contingency Fund
may be uti-
lized.

6. The State Government may, by notification, make rules to carry out all or any of the purposes of the Act.

Powers to
make rules.

UTTAR PRADESH CONTINGENCY FUND RULES

Notification no. B-953/X—129-52, dated March 23, 1962

In exercise of the powers conferred by section 6 of the Uttar Pradesh Contingency Fund Act, 1950 (U. P. Act no. XIX of 1950), the Governor of Uttar Pradesh is pleased to make the following rules:

1. (i) These rules may be called the Uttar Pradesh Contingency Fund Rules, 1962.
(ii) They shall come into force on April 1, 1962.
2. The Uttar Pradesh Contingency Fund shall be administered by the Secretary to Government, Uttar Pradesh, Finance Department, on behalf of and in the name of the Governor.
3. Advances from the Fund shall be made only to meet unforeseen expenditure for such services, the expenditure on which, as authorized by the Annual Appropriation Act, is found to be insufficient or where a need has arisen during the current financial year for supplementary or additional new expenditure or expenditure on some new service or scheme, not contemplated in the annual financial statement for that year. The unforeseen expenditure to be sanctioned pending its authorization by the Legislature under appropriation by law must be of such an emergent character that its postponement would either be not administratively possible or would involve serious inconvenience or serious loss or damage to public service.
4. A proposal for an advance from the Fund shall be submitted to the Secretary to Government, Uttar Pradesh, in the Administrative Department concerned and on approval by the Administrative Department shall be scrutinized by the Finance Department with a view to ensuring that the conditions contained in rule 3 are fully satisfied. The Administrative Department shall, while referring such a proposal to the Finance Department, prepare a self-contained note indicating—
 - (i) brief particulars of the expenditure involved,
 - (ii) the circumstances in which provision for the expenditure could not be made in the annual budget, or adequate provision could not be made in the Vote on Account,
 - (iii) why postponement of expenditure till its authorization by the Legislature through an Appropriation Act is not administratively possible,
 - (iv) the amount required to be advanced from the Fund with full cost of the proposal for the year or part of the year, as the case may be, and
 - (v) the grant or appropriation under which any supplementary provision will eventually have to be obtained.

After the Finance Department has agreed to the proposal, the Administrative Department shall obtain the approval of the Minister concerned and thereafter the approval of the Minister in the Finance Department and of the Chief Minister

shall be necessary before issuing the order sanctioning the advance:

Provided that where the advance is required for payment of a decretal amount not exceeding Rs.5,000, the approval of the Minister of Finance and the Chief Minister shall not be necessary. Any individual case involving such advance may, however, be submitted by the Finance Department to the Minister of Finance and the Chief Minister, if it discloses any unusual feature which, in its opinion, deserves to be brought to their notice.

5. A copy of the order sanctioning the advance, which shall specify the amount, the grant or appropriation to which it relates and particulars by minor heads, sub-heads and units of appropriation of the expenditure shall be forwarded by the Finance Department to the Accountant General, Uttar Pradesh.

6. Actual expenditure incurred against advances from the Fund shall be recorded by the Accountant General, Uttar Pradesh, in the account relating to the Fund, which shall be maintained by him with the same details, which would have been shown if it had been incurred out of the Consolidated Fund.

7. All bills for such expenditure shall conspicuously be labelled as pertaining to the Contingency Fund, quoting the order sanctioning the advance from the Fund, and the usual classification of expenditure on the bills shall also invariably be given by the disbursing officers.

8. Except as provided under rule 10, supplementary estimates for all expenditure financed from the Fund shall be presented to the Legislature at the earliest opportunity. Such an estimate can either be for the amount equal to the full estimated expenditure for which an advance has been made from the Fund or for a reduced sum owing to certain savings being available within the grant or charged appropriation concerned or because of the estimate of expenditure at the time of sanctioning an advance having been subsequently found to be in excess of requirements or for a token sum only where expenditure involved can be met entirely by savings in the grant or charged appropriation concerned.

NOTES—(1) While presenting to the State Legislature, supplementary estimates for expenditure financed from the Fund, a note to the following effect shall be made in the explanatory memoranda relating to such estimates :

“A sum of Rs. has been advanced from the Uttar Pradesh Contingency Fund and an equivalent amount is required to enable repayment to be made to that Fund.”

(2) If any new expenditure or expenditure on a new service or scheme not contemplated in the annual financial statement for which an advance from the Contingency Fund has been sanctioned can be met wholly or partly from savings available within the authorized appropriation, the note appended to the estimate submitted shall be in the following form :

“The expenditure is on a new item/service or scheme. A sum of Rs. has been advanced from the Contingency Fund and an equivalent amount is required to enable repayment to be made to that Fund. The amount, namely Rs. can be found by re-appropriation of savings within the grant/charged appropriation and a token vote only is now required / vote is required
provision has only been made / provision has been made
 for the balance, that is Rs. only.”

9. If, in any case, after the order sanctioning an advance from the Contingency Fund has been issued in accordance with rule 5 and before action is taken in accordance with rule 8, it is found that the advance sanctioned will remain wholly or partly unutilized, an application shall be made to the sanctioning authority for cancelling or modifying the sanction, as the case may be.

10. All advances sanctioned from the Fund to meet the expenditure in excess of the provision for any service included in an Appropriation (Vote on Account) Act shall be recouped to the Fund as soon as the Appropriation Act in respect of the expenditure on the services for the whole year, including the excess met from the advances from the Fund, has been passed.

11. As soon as the State Legislature has authorised the expenditure by including it in a Supplementary Appropriation Act, the advance made from the Fund shall be recouped to the Fund and necessary adjustment made in the accounts by the Accountant General, Uttar Pradesh.

12. As soon as the advance made from the Fund has been recouped to the Fund, consequent on the enactment of the Appropriation Act, the Administrative Department shall inform the Accountant General, Uttar Pradesh, through the Finance Department, about it, indicating the number and date of the order under which the original advance was made. A copy of the Appropriation Act shall be forwarded to the Accountant General by the Finance Department.

13. The Controlling/Disbursing Officers shall maintain a separate record of all transactions connected with the expenditure out of the advances from the Contingency Fund in the same form or forms as are used for the maintenance of records of expenditure out of the Consolidated Fund and in similar details in respect of major and minor heads and units of appropriation as would have been operated upon had the expenditure been incurred out of the Consolidated Fund. The form or forms referred to above may, however, be so amplified as to enable the controlling officers to keep a close watch on the progress of expenditure from and out of individual advances from the Fund as also to keep a record of the details in respect of recoupment, when made, of those advances to the Fund.

14. Where an advance from the Contingency Fund is recouped to that Fund in a year subsequent to the one in which the advance was taken, the actual debit in respect of the expenditure incurred out of that advance will fall on the Consolidated Fund in the year in which such recoupment is made. The controlling officers shall accordingly make necessary adjustment entries between the account relating to the expenditure incurred from the Contingency Fund and that in respect of expenditure from the Consolidated Fund.

15. Except as provided under rule 10, supplementary estimates shall be presented to the Legislature for the recoupment of advances, as far as possible, before the close of the financial year concerned. But if for any

reason it does not become possible to recoup the expenditure financed from the Fund before the end of the financial year, necessary provision for expenditure remaining unrecovered should be made through a supplementary estimate for a substantive or a token sum, as the case may be, in the subsequent year.

16. Where the savings of a year are utilized for the recoupment of any advance from the Contingency Fund taken in a previous year the controlling officer shall ensure that necessary re-appropriation is sanctioned by such authority as may be competent to do so under the relevant rules.

17. For purposes of Appropriation Account, the total expenditure in the financial year will be the expenditure met from the Consolidated Fund plus the expenditure met out of the advance (s) from the Contingency Fund remaining unrecovered to that Fund at the close of the financial year.

NOTES—(i) The Accountant General, Uttar Pradesh, will furnish the Finance Department as early as possible after the close of each financial year, with a statement showing expenditure incurred out of advances from the Contingency Fund remaining unrecovered on March 31.

(ii) With a view to ensuring that the total amount of advances sanctioned out of the Contingency Fund does not, at any time exceed the amount placed at the credit of the Fund, a list of the advances sanctioned out of the Fund shall be maintained by the Finance Department in a separate register in the Form annexed to these rules. Copies of all orders sanctioning advances from the Fund shall be endorsed by the administrative departments concerned to the Finance Department. No order sanctioning the advance shall issue unless the Finance Department is satisfied that the balance in the Fund is sufficient for the advance to be made.

FORM

[See note (ii) below rule 17]

UTTAR PRADESH CONTINGENCY FUND

Amount of the Fund Rs.

Serial no.	Number and name of grant or appropriation	Number and date of order	Purpose	Amount advanced	Supplementary Appropriation Act providing for additional expenditure	Amount re-summed	Balance after each transaction	Initials of officer in charge	Remarks
1	2	3	4	5	6	7	8	9	10
				Rs.		Rs.	Rs.		

NOTE—The balance should be struck after each transaction.

APPENDIX G

(See paragraph 156)

List of delegation of powers of re-appropriation sanctioned by the Finance Department

[NOTE—All re-appropriations are subject to the provisions of paragraphs 150—160 of this Manual]

Serial number	Head of account	Name of authority to whom power of re-appropriation has been delegated	Special conditions or limitations, if any, attaching to the delegation
1	2	3	4
1	All heads subordinate to the same minor head within a Grant or Charged Appropriation.	All Heads of Departments*.	Subject to the provision that no such delegated powers should be exercised involving re-appropriation of funds from the group head 'Non-Plan' to 'Plan' and vice versa. No re-appropriation which has the effect of increasing the ceiling for a Plan scheme, allotted by the Niyojan Vibhag for a particular financial year, shall be made except with the previous concurrence of that Vibhag
2	19—General Administration—C—Secretariat and Attached Offices—(c) Local Fund Audit Establishment.	Examiner, Local Fund Accounts.	
3	19—General Administration—District Administration—A—Expenditure in connection with establishment of Gaon Sabhas and Panchayats—(c) Panchayat Audit Establishment	Chief Audit Officer, Co-operative Societies and Panchayats.	
4	29—Medical—F—Chemical Examiner.	Chemical Examiner	
5	30—Public Health—A—Public Health Establishment—(c) State Health Board and Health Council and the following items under "B—Grants for Public Health purposes": (i) Grants for special assistance to pilgrim centres.	Chairman, State Health Board.	

* The Secretary to the Governor will exercise these powers subject to the provisions of the Government of India (Governor's Allowances and Privileges) Order, 1930.

Serial number	Head of account	Name of authority to whom power of re-appropriation has been delegated	Special conditions or limitations, if any, attaching to the delegation
1	2	3	4
	(ii) Grants for urban sanitation.		
	(iii) Grants for rural and minor sanitary works.		
	(iv) Re-grant of lapses.		
6	34—Co-operation—D—Other Charges—(c) Co-operative Audit Establishment.	Chief Audit Officer, Co-operative Societies and Panchayats.	
7	35—Industries ..	Deputy Director of Industries (Education).	Up to a limit of Rs. 2,000 in each case.
8	43, 44, 48, 99 and 100 ..	Executive Engineers, Irrigation Department.	Between items included in the minor head "Maintenance and repairs" within their respective divisions.
9	50—Public Works ..	Executive Engineers of Provincial Divisions.	From grants for works in progress within their respective divisions under the same minor head, provided, (i) that each individual transaction involved in the re-appropriation does not exceed Rs. 500, and (ii) that no re-appropriation is made from the grant for work in progress to a new work or <i>vice versa</i> .
10	68—Stationery and Printing.	Superintendent, Printing and Stationery.	
11	70—Forest—"B—Conservancy and Works" and "C—Establishment".	Divisional Forest Officers	In March only within the total amount of the latest allotment sanctioned for each Division

APPENDIX H

(Referred to in para 181)

Extracts from the Rules of Procedure and Conduct of Business of the U. P. Legislative Assembly, 1958, relating to procedure for Committees

(A) GENERAL

201. *Appointment of Committees of the House*—(1) At the commencement of the first session after each general election and thereafter before the commencement of each financial year or from time to time when the occasion otherwise arises, different committees for specific or general purposes shall either be elected or constituted by the House or nominated by the Speaker:

Provided that no member shall be appointed to a Committee if he is not willing to serve on the committee.

(2) Each of such committees shall consist of such number of members as is provided for each committee in the Rules.

(3) Casual vacancies in the committees shall be filled by election or nomination, as the case may be, and any member elected for nominated to fill such vacancies shall hold office for the unexpired portion of the term for which the member in whose place he is elected or nominated would have held office :

Provided that the proceedings of the Committee shall not be held up on the ground that casual vacancies have not been filled.

202. *Chairman of the Committee*—(1) The Chairman of each of these committees shall be appointed by the Speaker from amongst members of the committee:

Provided that, if the Deputy Speaker is a member of the committee, he shall be the *ex officio* Chairman of the committee.

(2) If the Chairman is, for any reason, unable to act, the Speaker may appoint another Chairman in his place.

(3) If the Chairman of the Committee is absent from any sitting, the Committee shall elect another member of the Committee as Chairman for that sitting only.

203. *Quorum*—(1) The quorum to constitute a meeting of any committee shall, save as otherwise provided in these rules, be not less than one-third of the total number of members of the committee.

(2) If at any time fixed for any meeting of the committee or if at any time during such meeting, there is no quorum the Chairman of the committee shall either suspend the meeting until there is a quorum or adjourn the meeting to some future date.

(3) When the committee has been adjourned in pursuance of sub-rule (2) on two successive dates fixed for meeting of the committee, the Chairman shall report the fact to the House:

Provided that where a committee has been appointed by the Speaker, the Chairman shall report the fact of such adjournment to the Speaker.

(4) On such report being made, the House or the Speaker, as the case may be, shall decide the future course of action.

204. *Discharge of members absent from meetings of Committees*—If a member is absent from two or more consecutive meetings of the committee without the permission of the Chairman, motion may be moved in the House for the discharge of such member from the Committee :

Provided that where the members of the committee are nominated by the Speaker, a member may be discharged by the Speaker after giving him an opportunity to explain.

205. *Resignation of a member*—A member may resign his seat from the committee by writing under his hand addressed to the Speaker.

206. *Term of a Committee*—The term of office of members of each of these committees shall be a financial year:

Provided that the committees elected or nominated under these rules shall, unless otherwise specified, hold office until a new committee is appointed.

207. *Voting in the Committee*—All questions at any meeting of the committee shall be determined by a majority of votes of the members present and voting. In the case of an equality of votes on any matter, the Chairman shall have a second or casting vote.

208. *Power to appoint sub-committees*—(1) Any of these committees under the rules may appoint one or more sub-committees, each having the powers of the undivided committee, to examine any matters that may be referred to them, and the reports of such sub-committees shall be deemed to be the reports of the whole committee, if they are approved at a sitting of the whole committee.

(2) The order of reference to a sub-committee shall clearly state the point or points for investigation. The report of the sub-committee shall be considered by the whole committee.

209. *Meetings of the Committee*—The meetings of the committee shall be held on such days and at such hour as the Chairman of the committee may fix :

Provided that if the Chairman of the committee is not readily available, the secretary may fix the date and time of a meeting.

210. *Committee may sit whilst the House is sitting*—The committee may sit whilst the House is sitting:

Provided that on a division being called in the House, the Chairman of the Committee shall suspend the proceedings in the committee for such time as will, in his opinion, enable the members to vote in a division.

211. *Venue of meetings*—The meetings of the committee shall be held in the Vidhan Bhavan, Lucknow, and if it becomes necessary to change the place of meeting outside the Vidhan Bhavan, the matter shall be referred to the Speaker whose decision shall be final.

212. *Power to take evidence or call for papers, records or documents*—(1) A witness may be summoned by an order signed by the Secretary and shall produce such documents as are required for the use of the committee.

(2) It shall be in the discretion of the committee to treat any evidence tendered before it as secret or confidential.

(3) No document submitted to the committee shall be withdrawn or altered without the knowledge and approval of the committee.

(4) The committee shall have power to take evidence on oath and to require the attendance of persons or the production of papers or records if considered necessary for the discharge of its duties :

Provided that Government may decline to produce a document on the ground that its disclosure would be prejudicial to the interest and safety of the State.

(5) All evidence tendered before the committee shall be treated as secret and confidential till the presentation of the report of the committee to the House :

Provided that it shall be in the discretion of the committee to treat any evidence as secret and confidential in which case it shall not form part of the report.

213. *Party or a witness can appoint a counsel to appear before committee*—A committee may permit a party to be represented by a counsel appointed by him and approved by the committee. Similarly a witness may appear before the committee accompanied by a counsel appointed by him and approved by the committee.

214. *Procedure for examining witnesses*—The examination of witnesses before the committee shall be conducted as follows :

(1) The committee shall, before a witness is called for examination, decide the mode of procedure and the nature of questions that may be put to the witness.

(2) The Chairman of the committee may first put to the witness such question or questions as he may consider necessary with reference to the subject matter under consideration or any connected subject thereto according to the mode of procedure mentioned in sub-rule (1) of this rule.

(3) The Chairman may call other members of the committee one by one to put any other questions.

(4) A witness may be asked to place before the committee any other relevant points that have not been covered and which a witness thinks are essential to be placed before the committee.

(5) A verbatim record of proceedings of the committee, when a witness is summoned to give evidence, shall be kept.

(6) The evidence tendered before the committee may be made available to all members of the committee.

215. *Signing of the report of the Committee*—The report of the committee shall be signed by the Chairman on behalf of the committee :

Provided that in case the Chairman is absent or is not readily available the committee shall choose another member to sign the report on behalf of the committee.

216. *Availability of report before presentation to Government*—The committee may, if it thinks fit, make available to Government a copy of its report or any completed part thereof before presentation to the House. Such reports shall be treated as confidential until presented to the House.

217. *Presentation of report*—(1) The report of the committee shall be presented to the House by the Chairman of the Committee or the person who has signed the report or any member thereof so authorized by

the Chairman or in his absence or when he is unable to present the report by any member authorized by the Committee and shall be placed on the Table of the House.

(2) In presenting the report the Chairman or in his absence, the member presenting the report shall, if he makes any remarks, confine himself to a brief statement of fact, or draw the attention of the House to the recommendations made by it, but there shall be no debate on that statement.

(3) The Minister concerned or any Minister may give a short reply on that very day or on some future date on which the matter has been postponed, explaining the Government point of view and the action which the Government propose to take

218. *Printing, publication or circulation of report prior to its presentation to the House*—The Speaker may, on a request being made to him and when the House is not in session, order the printing, publication or circulation of a report of a committee although it has not been presented to the House. In that case the report shall be presented to the House during its next session at the first convenient opportunity.

219. *Power to make suggestions on procedure*—(1) A committee shall have power to pass resolutions on matters of procedure relating to that committee for the consideration of the Speaker who may make such variations in procedure as he may consider necessary.

(2) Any of the committees may, with the approval of the Speaker, make detailed rules of procedure to implement the provisions contained in these rules.

220. *Power of Speaker to give direction on a point of procedure or otherwise*—(1) The Speaker may, from time to time, issue such directions to the Chairman of the Committee as he may consider necessary for regulating its procedure and the organization of its work.

(2) If any doubt, arises on any point of procedure or otherwise, the Chairman may, if he thinks fit, refer the point to the Speaker whose decision shall be final.

221. *Unfinished work of Committees*—A committee which is unable to complete its work before the dissolution of the House may report to the House that the committee has not been able to complete its work. Any preliminary report, memorandum or note that the committee may have prepared or any evidence that the committee may have taken shall be made available to the new committee.

222. *Secretary to be ex-officio Secretary of the Committee*—The Secretary shall be the *ex-officio* Secretary of all the committees appointed under these rules.

223. *Applicability of general rules to Committees*—Except as otherwise specifically provided for any particular committee, the provisions of the general rules in this Chapter shall apply to all committees.

With the exception of Forms B. M. 1, B. M. 4, B. M. 6, B. M. 15 and B. M. 16, the other forms are not printed but will be prepared in manuscript by the officers using them.

FORM B. M. I

[Referred to in paragraphs 24 and 55 (b)]

BUDGET FORM

Abstract statement showing the estimates for the year 19 - 19 , under the head “_____”

[illegible]

FORM B. M. 2

(Referred to in paragraph 42)

Statement showing the names of officers of the Department who are likely to be on leave or on deputation during the period September 1, 19 , to March 31, 19 , and who will draw their salaries and allowances in the United Kingdom.
Noted

Charged

Name of officer	Designation	Period of leave or deputation		Monthly rate of salary and allowances	Estimate of total leave or deputation salary and allowances payable in the United Kingdom		Head of account to which expenditure is debitable	Remarks
		From	To		From September 1, 19. to March 31, 19..	During the coming year		
1	2	3	4	5	6	7	8	9
				Rs.	Rs.	Rs.		

INSTRUCTIONS

1. Each Administrative Department is required to prepare this statement, have it verified by the Accountant General where necessary, and forward it so as to reach the Finance Department not later than September 1.
2. Separate statement should be prepared for vote 16 and charged expenditure.
3. In columns 3 and 4 should be entered all leave or deputation embracing the whole or any portion of the period from September 1 in the current year to the end of March in the coming year.
4. If the rates of emoluments vary, the different rates should be entered in column 5.
5. The figures to be entered in column 6 are the estimates of expenditure to be incurred from September 1 to March 31 in the current financial year. The amounts due in respect of March payable in April should be entered in column 7.
6. The amounts should be shown in multiples of Rs.2/10 (£ 15).

(Referred to in paragraph 47)

Statement showing the estimate of expenditure on State Scholarship-holders payable in the United Kingdom during 19--

Head of account to which charge is debitable	Name of Scholar	Number and date of letter sanctioning the scholarship, with monthly rate of the scholarship and total period for which scholarship has been sanctioned	Expenditure on—		Remarks
			Scholarship	Other Charges, if any	
1	2	3	4	5	6
					Rs.

Note—The amounts in columns 4 and 5 should be shown in multiples of Rs. 500 (£ 15)

FORM B. M. 4

(Referred to in paragraph 54)

Preliminary statement of anticipated excesses and savings in the Budget for the year 19—

Serial num- ber	Major head	Minor head, including sub-heads and detailed heads thereunder	Original Grant/ Charged Apprio- priation	Grant/Charged appro- priation as modified by supplementary or additional grants/ charged appropria- tion	Revised estimate of expenditure for the whole year	Excess(+)Saving(-) Remarks (Column 6—column 5)	
1	2	3	4	5	6	7	8
			Rs.	Rs.	Rs.	Rs.	

(207)

Note 1—Separate statements should be prepared in respect of Plan and Non-Plan expenditure.
Note 2—Figures pertaining to charged expenditure should be given in red ink or a separate statement should be prepared for such expenditure.

FORM B. M. 5

(Referred to in paragraph 69)

Schedule of new expenditure for the year 19.....

Major head* to which the charge is debitable. (indicating also whether "Plan" or Nca-Plan")	Serial of item	Name of item		Part I (Recurring expenditure)		Part II (Non-recurring expenditure)		*Reference to note page no.		Corresponding receipts (indicate the source in the remarks column)		The extent of cost covered by reduction in the existing expenditure		Remarks	
		Minor head of account—	Detailed head of account—	Cost in budget year, viz. 19—	Ultimate recurring cost as ascertained	Aggregate cost a year, viz. 19—	Cost in budget year, viz. 19—	Further expendi- ture to be incurred, if any	Govt. of India subsidy or other revenue receipts	Loan or other receipts	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8	9	10	11	12	12	12	13	13

* These columns need not be filled in by the administrative departments.

FORM B. M. 6 (EXPENDITURE)

(Referred to in paragraphs 100 and 103)

GOVERNMENT OF UTTAR PRADESH

Statement of receipts and disbursements for and to the end of....

			In lakhs of rupees	
			For month	To end of month
Disbursements				
<i>Expenditure met from Revenue—</i>				
A—Collection of Taxes and Duties and other Principal Revenues—				
(i) Land Revenue
(ii) Other heads
B—Debt Services—				
C—Administrative Services—				
(a) General Administration
(b) Police
(c) Other heads
D—Social and Developmental Services—				
(a) Education
(b) Medical and Public Health		
(c) Agriculture
(d) Industries
(e) Community Development
(f) Other heads
E—Multi-purpose River Schemes, Irrigation and Electricity Schemes—				
Irrigation (Commercial)
Irrigation (Non-Commercial)
Electricity Schemes

FORM B. M. 6 (EXPENDITURE)—(concl'd.)

EE—Capital account of Multi-purpose River Schemes,
Irrigation and Electricity Schemes within the
Revenue Account.

F—Public Works

G—Transport and Communications—

(i) Road and Water Transport Schemes

(ii) Others

I—Miscellaneous and other heads.

II—*Capital Expenditure*—

Agriculture

Industrial Development

Irrigation

Electricity Schemes

Public Works

Scheme of Government Trading

Other heads

III—*Public Debt*—

(i) Permanent Debt

(ii) Floating Debt

(iii) Loans from Central Government

(iv) Other Loans

IV—*Loans advanced by State Government*—

V—*Public Account*—

(i) Unfunded Debt

(ii) Deposits and Advances

(iii) Remittance head (Net)

Total

Closing Balance

GRAND TOTAL

FORM B. M. 6 (RECEIPTS)

(Referred to in paragraphs 100 and 103)

I—Revenue Receipts—

A—Taxes, Duties and other Principal Heads of Revenue—

Taxes on Income other than Corporation Tax ..

Land Revenue

State Excise Duties—

Sales Tax

Other Taxes and Duties

Sugarcane Cess

Other Taxes and Duties ..

Other Heads—

B—Debt Services

Interest

C—Administrative Services— ..

D—Social and Developmental Services—

Education

Industries—

(i) Receipts from Government Cement Factory..

(ii) Other Receipts

Other heads

E—Multi-purpose River Schemes—

Irrigation (Commercial

Do. (Non-Commercial)

Electricity Schemes

F—Public Works

G—Transport and Communications (other than Roads)—

Road and Water Transport Schemes

I—Miscellaneous

Forest

Other heads

J—Contributions and Miscellaneous Adjustment

State's Share of Union Excise Duties

FORM B. M. 6 (RECEIPTS)—(concl'd.)

Grants-in-aid from Central Government	..		
Other heads	
II—Public Debt—			
(i) Permanent Debt	
(ii) Floating Debt	
(iii) Loans from Central Government	..		
(iv) Other Loans	
III—Repayment of loans advanced by State Government			
IV—Public Account—			
(i) Unfunded Debt	
(ii) Deposits and Advances	..		
(iii) Remittance Heads, etc	..		
<hr/>			
Total	..		
<hr/>			
Opening Balance
<hr/>			
GRAND TOTAL
<hr/>			

FORM B. M. 7

(Referred to in paragraphs 104, 116 and 118)

Liability Register

Office of.....
 Liability register for the year.....

Grant no.....

Serial number	Nature of liability	No. and date of indent or connected letter	Agency on which indent is placed or demand is made	Estimated cost	Permissible excess over the estimated cost, if any	Total Liability (Columns 5+6)	Progressive amount of commitment
1	2	3	4	5	6	7	8

Probable month in which the expenditure will be accounted for in the departmental expenditure statement.	Initials of the Departmental Officer concerned	Record of payment	Difference between columns 7 and 11 Excess (+) Saving (-)	Initials of the Departmental Officer concerned	Remarks
9	10	11	12	13	14

Norm—Separate registers should be maintained for Plan and Non-Plan liabilities, or where a single register is maintained there should be separate pages for Plan and Non-Plan liabilities.

FORM B. M. 8

(Referred to in paragraphs 112, 116 and 118)
Disbursing Officers register of expenditure

Office of the District
Major head of account Minor head
Group minor head, if any Month and year

1	2	3	4	5	6	7
Voucher	Pay of officers	Pay of establishment	Allowances and Honoraria	Contingencies	Other primary units, if any	Remarks
Num-ber	Total	Total		Total	Total	
(1)	(2)	(1) (2) (3)	(1) (2) (3) (4) (5)	(1) (2) (3) (4)	(1) (2) (3) (4) (5)	
allotment	Rs. Rs. Rs.	Rs Rs. Rs.	Rs. Rs. Rs. Rs. Rs.	Rs Rs. Rs. Rs.	Rs. Rs. Rs. Rs. Rs.	

- Notes 1. Separate registers should be maintained for Plan and Non-Plan expenditure. Where a single register is maintained, there should be separate pages for Plan and Non-Plan expenditure.
2. Classification in column 2 and onwards should be by primary units and in cases where there are secondary units or the allotment had been broken up into sub-divisions by such secondary units or sub-divisions, with a column for the total for the primary unit. The only secondary units so far prescribed by the Finance Department are "Contract" and "Non-Contract" under the primary unit "Contingencies". Classification in column 5 should, therefore, be by these secondary units, and the total of detailed heads under each should be given separately.
3. The allotment should be noted in red ink under each sub-division of account and the amounts available after deducting the expenditure should be carried forward from page to page.
4. Allowances not drawn with pay should be shown as a separate detailed head in the register under the primary unit "Allowances" and Honoraria.
5. If an allotment is changed, the necessary correction in the registers should be made in red ink by a plus or minus entry.
6. A copy of this account for each month should be despatched on the 5th of the following month to the controlling officer, supported by ps (bill extracts) in Form B. M. 9.

FORM B. M. 9

(Referred to in paragraphs 112—117 and 129)

Slip or bill extract to be attached to drawing and disbursing officer's bills and accounts.

Major head
 Minor head
 Group Minor head and sub-head, if any
 Primary unit of appropriation
 Secondary unit of appropriation, if any
 Detailed head

To be filled by the Drawing Officer
of the bill

To be filled by the Treasury Officer.

Particulars	Amount Rs.	Voucher no.	Date of encasement
Gross			
Deductions (if any)—			
Net (to be mentioned in words also).			Signature of Treasury Officer.
Signature of the Drawing Officer Designation			Name of Treasury.

[The name, designation and address of the officer to whom this form is to be returned by the Treasury Officer should be filled on the back of the form by the Drawing Officer.]

- NOTE 1.** The form is to be attached to the bill with the dividing line perforated.
- NOTE 2.** Rubber stamps should be used for indicating the designations both by the Drawing Officers and the Treasury Officers.
- NOTE 3.**—Complete account classification of the charge should be filled and it should also be indicated whether the expenditure is 'Voted' or 'Charged' and whether Plan or Non-Plan. When a single bill includes charges falling under two or more detailed heads the charges must be distributed by the drawing officer accurately over the respective heads.
- NOTE 4.** The Treasury Officer should refuse to pass any bill, other than a bill for the pay or allowances of an officer, if it is not accompanied by a slip in the form duly filled in by the Drawing Officer.
- NOTE 5.**—The Treasury Officer should arrange to deliver the slip in the above form, duly signed by him, to the officer indicated, without delay, either personally or in a closed cover addressed by name sent through a messenger or by registered post.

FORM B. M. 10

(Referred to in paragraph 117)

Office of _____
Broadsheet for watching the receipt of accounts returns from disbursing officers

Major head _____
 Minor head _____
 Group minor head and sub-heads, etc. _____

Serial number	Designation of disbursing officer	District	Date of receipt of account											
			April	May	June	July	August	September	October	November	December	January	February	March
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

NOTE 1. Districts are to be arranged in alphabetical order.
 NOTE 2. Dates of receipt should be noted in monthly columns. Reminders should be sent if returns are not received by the 7th of the following month.

FORM B. M. 11

(Referred to in paragraphs 116 and 118)

(Monthly totals)

Controlling Officer's register of expenditure

Major head of account

Group minor head, sub-head, etc.

Minor head

Year

1	2	3	4	5	6	7	8	9
Serial number	Designation of disbursing officer	Month	Pay of officers	Pay of establishment	Allowances and honoraria	Contingencies	Other primary units, if any	Remarks
			(1) (2) (3) Total	(1) (2) (3) Total	(1) (2) (3) (4) (5) Total	(1) (2) (3) (4) Total	(1) (2) (3) (4) (5) Total	
	Attachment		Rs Rs. Rs.	Rs. Rs. Rs.	Rs. Rs. Rs. Rs.	Rs. Rs. Rs. Rs.	Rs Rs. Rs. Rs. Rs.	

NOTE 1. Separate registers should be maintained for Plan and Non-Plan expenditure. Where a single register is maintained, separate pages should be allotted for Plan and Non-Plan expenditure.

NOTE 2. There should be a separate page for each disbursing officer. Only the monthly totals communicated by disbursing officers should be entered against each detailed head.

FORM B. M. 12

(Referred to in paragraphs 119 and 123)

Controlling officer's monthly account of expenditure and liabilities

Designation and address of the Controlling Officer.....

Major Head of Account

Month of.....19....

Minor Head

I. Units of appropriation ..

Sub-Head

(Units of appropriation and detailed
account heads).(1) (2) (3) (4) (5) (6) (7) (8) Remarks.
and so on.

.. Appropriation Rs.

III. Expenditure to end of preceding month Rs.

IV. Disbursements during the month Rs.... Voucher no./Date of drawal.

V. Adjustments, if any, intimated by the Accountant General.

VI. Progressive total of expenditure including adjustments Rs.

VII. Liabilities—

(i) Balance brought forward Rs.

(ii) New liabilities of the month Rs.

(iii) *Deduct*—Discharges during the month Rs.

(iv) Balance of liabilities Rs.

VIII. Progressive total of expenditure *plus* liabilities Rs.

[VI plus VII (iv)].

Signature of Controlling Officer.

Instructions

(1) Separate accounts should be maintained for Plan and Non-Plan expenditure and liabilities.

(2) A copy of this account for each month must be despatched without fail by the 20th of the following month to the Accountant General.

FORM B. M. No. 13

Referred to in paragraph 132.

Statement showing the progress of expenditure up to (month) under Grant no.
Major head.....

Minor Head, Sub-Head, Primary Unit	Original Budget Grant	Average percentage borne by the actual expendi- ture during the corresponding period of the last three years to the original budget grants of these years	Proportionate grant up to (month)		Actual expenditure up to (month)	Variation between Excess(+) / Saving(-)		Explanation for variation
			On the basis of average percentage in column 3	On the basis of the number of months covered by 12		Columns 4 and 6	Columns 5 and 6	
1	2	3	4	5	6	7	8	9
	Rs.		Rs.	Rs.	Rs.	Rs.	Rs.	

Note.—Plan and Non-Plan expenditure should be shown separately.

FORM B. M. 14

(Referred to in paragraph 140)

Final statement of anticipated excesses and savings

Serial number of item	Major Head	Minor head, Sub-head, detailed heads, etc.	Budget grant as modified by supplementary or additional grants to date	Excess		Savings				Remarks
				Met by re-appropriations within the grant	For which a supplementary estimate is to be presented	Utilized for re-appropriations within the grant	Proposed to be reported to Finance Department by Controlling Officer	Proposed to be reported to Finance Department by Administrative Department		
1	2	3	4	5	6	7	8	9	10	11

- (1) Separate statements should be prepared in respect of Plan and Non-Plan expenditure.
- (2) Figures relating to charged expenditure [see para. 15(10) of the Budget Manual] should be distinguished by inserting within brackets the word 'Charged' against them.
- (3) Only those items in which any excess or saving is anticipated should be shown. If there are no such items, a blank statement should be submitted.
- (4) Reasons for anticipating excesses and savings should be explained clearly but briefly for each item in the 'Remarks' column.
- (5) If an administrative department wishes to utilize for re-appropriation any portion of the savings reported by the controlling officer, it should note the fact briefly in the 'Remarks' column and put the revised figure in column 10

FORM B. M. 15

(Referred to in paragraph 158)

[This form is to be used for submitting applications for re-appropriations in respect of works expenditure of the Public Works, Irrigation and Electricity (Rihand) Departments].
No. _____ Dated—

Application for re-appropriation in the budget of the year.....

Major and Minor Head and unit of appropriation	Name of work or item	Amount of sanctioned estimate	Outlay to end of previous year	Original grant for current year	Existing grant for current year, i. e. original grant, as modified by surrenders, re-appropriations and supplementary grants.		Proposed Increase	Proposed Decrease	Grant as proposed	Explanations by the submitting officers for the excess/ saving (Column 7)
1	2	3	4	5	6	7	8	9		
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.			

(Signature and designation).

(222)

ORDERS OF.....

No.....

Dated.....

Transfer sanctioned

(NOTE—The certificate prescribed under paragraph 160 of the Budget Manual should be recorded below the orders)]

(*Designation*).

To

Copy forwarded to—

- (1) The Accountant General, Uttar Pradesh.
- (2) The Secretary to Government, ————Department.

(*Designation*).

FORM B. M. 16

(Referred to in paragraph 158)

No.

Dated

Application for re-appropriation in the budget of the *for the year*

Major head, Sub-head, Minor head or other unit of appropriation	Grant for the year	Expenditure up to	Anticipated expenditure for the remaining part of the year	Additional amount required	Proposed transfer of funds from—		Remarks by the submitting officer with reasons for the anticipated excess (column 5) and for the anticipated saving (column 8)
					Major head, Sub-head, Minor head/sub-head and primary unit of appropriation	Balance available on date of application	
1	2	3	4	5	6	7	8
	Rs.	Rs.	Rs.	Rs.		Rs.	Rs.
							9

Signature and designation.

Instructions

- The description of the heads of account affected should be in conformity with that given in the Detailed Estimates and Grants. In cases where the provision is controlled by different Departments of Government, the name of the particular Department whose grant is affected by the re-appropriation should be indicated in brackets against the head concerned.
- The figures to be entered in column 2 should take into account the budget grant, the supplementary grant and re-appropriations, if any, duly sanctioned under the heads concerned up to the date of the proposed re-appropriation.
- Separate statements should be prepared for re-appropriations relating to charged and voted expenditure under each Grant/Appropriation.

(224)

ORDERS OF.....

No.....

Dated.....

Transfer sanctioned

[Note—The certificate prescribed under paragraph 160 of the Budget Manual should be recorded below the orders.]

(Designation).

To

Copy forwarded to—

(1) The Accountant General, Uttar Pradesh.

(2) The Secretary to Government, _____ Department.

(Designation):.

INDEX

This index has been compiled solely for the purpose of reference and no expression used in it should be considered as in any way interpreting the rules.

Subject		Paragraph or Appendix	Page
1		2	3
ACCOUNTANT GENERAL.	Comments of the—on the action taken by Government on the Public Accounts Committee's recommendations.	189	70
	Communication of budget grants by Finance Department to the—	88—90	37
	Duties and responsibilities of the—in regard to the framing of estimates and watch over expenditure and receipts.	100, 101, 103—124.	41—50
	Scrutiny and compilation of departmental estimates by the—	24	14
	Verification by the—of estimates for leave and deputation salaries, etc., payable in England.	43	22
ACCOUNTS	Definition of the term—	15(1)	7
	Sections and heads of—	6 and 7	3—4
	Structure of Government—	3	1
ADMINISTRATIVE APPROVAL.	Definition of—	15(2)	7
ADMINISTRATIVE DEPARTMENTS.	Communication of budget grants by Finance Department to— and by the latter to Heads of Departments, etc.	88	37
	Functions of the—in respect of control of expenditure generally supervisory.	130	53
	Proposals for supplementary grants or appropriations to be sent by controlling officers to the—concerned.	167	62
ALLOTMENT(S)	Expenditure in excess of—or not provided for not to be incurred.	104 and 137	42—43 and 56
	Communication of budget—by the Finance Department to Administrative Departments and the High Commission of India in the United Kingdom.	88 and 90	37

Subject		Paragraph or Appendix	Page
1		2	3
ALLOVANCES ..	Preparation of estimates in respect of—	34 and 36	19
ANNUAL FINAN- CIAL STATE- MENT.	Contents of the— or budget ..	15(3) and 22	7 and 13
ANTICIPATED EXCESSES.	Procedure for dealing with— ..	132	53—54
APPROPRIATION	Definition of—, its meaning and effects ..	Note below para 15 (4), 44—45 17, 109, and 55 110 and 134.	7, 11, 45 and 55
	Definition of charged— ..	15(9)	7
	Savings in— ..	138—140	56—57
— — — — (S)	Supplementary and additional— ..	161—170	60—63
APPROPRIATION ACCOUNTS.	Definition of— ..	15(5)	7
	Object of— ..	175	67
	Procedure for dealing with— ..	177—189	67—70
APPROPRIATION AND FINANCE ACCOUNTS AND AUDIT REPORTS THEREON.	Preparation of— ..	175—176	67
	Presentation of— to the Legislature ..	177	67
APPROPRIATION BILL.	Presentation of the— before the Legis- lature. ..	10 and 87	5 and 36
BUDGET ..	Calendar showing important dates of— programme. ..	210 and Appendix D.	79 and 173—175
	Definition of— ..	2 and 15 (7).	1 and 7
	Finance Department's responsibility to prepare the—, ..	43	32
	Procedure for presentation of and disposal of the— by the Legislature. ..	81—87	34—36
	Rules of the Uttar Pradesh Legislative Council and Assembly laying down the procedure for the presentation of the— to the Council and Assembly and for its disposal by the Assembly. ..	Appendix A	83—94
BUDGET ESTIMATES.	Definition of— ..	15(8)	7

Subject		Paragraph or Appendix	Page
1		2	3
BUDGET ESTI- MATES—(concl'd).	Preparation of—and their transmission to the Finance Department.	8, 16—50 and 73—87	4, 11—13 and 32—36
BUDGET GRANTS	Communication and distribution of— ..	88—92	37—38
BUDGET LITERATURE.	Details of—	81	34
	Finance Department to maintain a list of recipients of—	219	79
BUDGET NOTES	Estimates to be accompanied by— .	22	13
CALENDAR	.. —of budget programme ..	210 and Appendix D	79 and 173—175
CAPITAL ACCOUNT	Definition of—	4	2
CHARGED APPROPRIATION.	Definition of— ..	15(9)	7
CHARGED EXPENDITURE.	Definition of—	15(10)	7—8
	List of items of— ..	15(10)	7—8
	Items of—may be discussed in the Legislature. but is not subject to vote.	86	35—36
CHARGES IN ENGLAND.	Estimates of— . ..	39—50	21—23
COMMITTEE ON ESTIMATES.	Constitution and functions of the— .	13 and 191—194	6 and 71
CONTROL OVER EXPENDITURE.	—by the Legislative Assembly .	14	6
	General responsibility of Finance Depart- ment and Accountant General in regard to—	105—107	43—44
	Implications and objects of— ..	105 and 107	43—44
	Procedure to be followed by disbursing and controlling officers regarding—	111—124	45—50
	Special procedure regarding— applicable to certain departments and heads of expenditure. ..	128—129	51—53
CONTROLLING OFFICER.	Definition of— ..	15(14)	8
	List of—(s)	Appendix E.	176—192

Subject		Paragraph or Appendix	Page
1		2	3
CONSOLIDATED FUND OF UTTAR PRADESH.	Definition of—	3, 15(11) and 195.	1, 8 and 73
	Divisions of the—	4	2
CONSTITUTION OF INDIA.	Extracts from—relating to procedure in financial matters.	Appendix A.	83—94
CONTINGENCY FUND OF UTTAR PRADESH.	Definition of—	3, 15 (13) and 136	1, 8 and 55
	Rules relating to—	Appendix F	193—197
DEBT ..	Classification of—	4	2
DEFINITION OF	—Accounts or actuals	15(1)	7
	—Administrative approval	15(2)	7
	—Annual Financial Statement	15(3)	7
	—Appropriation	15(4)	7
	—Appropriation Accounts	15(5)	7
	—Assembly	15(6)	7
	—Budget	15(7)	7
	—Budget estimates	15(8)	7
	—Charged appropriation	15(9)	7
	—Charged expenditure	15(10)	7—8
	—Consolidated Fund of the State	15(11)	8
	—Constitution	15(12)	8
	—Contingency Fund	15(13)	8
	—Controlling Officer	15(14)	8
	—Council	15(15)	8
	—Departmental estimate	15(16)	8
	—Detailed head	6 and 15(17).	3—4 and 8
	—Disbursing Officer	15(18)	9
	—Estimating Officer	15(19)	9
	—Excess Grant	15(20)	5

Subject		Paragraph or Appendix	Page
1		2	3
DEFINITION OF (concl'd.)	—Head of Department ..	15(21)	9
	—Legislature ..	15(22)	9
	—Major heads ..	6 and 15 (23)	2-4 and 9.
	—Minor heads ..	6 and 15 (24)	3-4 and 9.
	—Modified appropriation ..	15(25)	9
	—New expenditure ..	15(26) and 58-59.	9 and 28-29.
	—Primary units of appropriation ..	6, 7 and 15 (27).	3-4 and 9.
	—Public Accounts Committee ..	15(28)	9
	—Re-appropriation ..	15(29)	9
	—Recurring charge ..	15(30)	9
	—Revised estimate ..	15(31)	9
	—Secondary unit of appropriation ..	15(32)	9-10
	—Schedule of new expenditure ..	15(33)	10
	—Standing sanctions ..	15(34)	10
	—Sub-heads of account ..	6 and 15 (35).	3-4 and 10
	—Sub-Major heads ..	6 and 15 (36).	3-4 and 10.
	—Supplementary statement of expenditure.	15(37)	10
	—Technical sanction ..	15(38)	10
	—Vote on account ..	15(39)	10
	—Vote of credit ..	15(40)	10
	—Votable or voted expenditure ..	15(41)	10
DEPARTMENTAL ESTIMATES.	Classification of receipts and expenditure in the— to conform to the prescribed heads of account.	21	13
	Corrections to— ..	23	14

Subject	Paragraph or Appendix	Page
1	2	3
DEPARTMENTAL ESTIMATES— (concl'd.)	Dates for the submission of—to Accountant General and Finance Department together with a list of estimates framed by administrative departments and dates of their submission to Finance Department.	Appendix 151–172
	Instructions for preparing—	C. 16–38 11–20
	Punctuality to be observed in the submission of—	18 12
	Scrutiny of —by Administrative Departments.	19 12
	Scrutiny of—by Accountant General	24 14
	Scrutiny of—by Finance Department	74–80 32–33
DEPUTATION AND LEAVE SALARIES PAYABLE IN ENGLAND.	Preparation and submission of estimates of—	42 21–22
ESTIMATES	.. —to be prepared on gross and not on a net basis.	11
	—to be accompanied by explanatory budget notes.	22 13
	Preparation of—of expenditure on payment of decretal amounts or awards by arbitral tribunals, etc.	38 20
	Preparation of—of expenditure on State scholarship holders in England.	47 22
	Preparation of—of expenditure on stores purchased from England.	48 22
	Preparation of Detailed—and the Budget by the Finance Department.	78 32
	Last stage modifications by Finance Department in the—	80 33
	Receipt and disposal of—of High Commission for India in the United Kingdom by the Finance Department.	46 and 49 22–23
	Submission of corrections in the—already submitted should be intimated direct to the Finance Department with copy to the Administrative Department.	23 14

Subject	Paragraph or Appendix	Page
1	2	3
EXCESS GRANTS AND APPROPRIATION. Procedure relating to—	171—173 and 190.	63 and 70
EXCESSES AND SAVINGS. Statements of—to be furnished to the Finance Department.	54 and 140	55 and 56
EXCHANGE Gain or loss by foreign—	49	22—23
EXPENDITURE Authorization of—	12	5—6
Any resolution or other motion passed by the Assembly expressing disapproval of—to be communicated to the Accountant General.	89	37
Conditions preliminary to incurring of—	12 and 109.	5—6 and 44
Control of—by Legislative Assembly	14	6
Nature of—incurred by the High Commission for India in the United Kingdom on behalf of the State Government.	41	51
—cannot be incurred for which sufficient sanction has not been obtained.	174	64—66
Preparation of estimates of new—by estimating officers.	60—68	29—31
Provision for—to be incurred on behalf of the State Government in foreign countries other than the United Kingdom.	39	21
Responsibility for watching the progress of—in India.	103—130	42—53
Responsibility for watching the progress of—in the United Kingdom.	131	53
Watch over important but occasional items of—	120	48—49
FINANCE ACCOUNTS. Contents of—	176	67
FINANCE DEPARTMENT. Compilation of detailed estimates by—	78	33
Enquiries made by—relating to departmental estimates to be attended to promptly.	77	33
Preliminary action in—on receipt of Appropriation and Finance Accounts and Audit Reports thereon.	177	67

Subject	Paragraph or Appendix	Page
1	2	3
FINANCE DEPART- MENT—(concl'd.)	Preparation of revised estimates by—	55 25—26
	Responsibility of— for preparation of detailed budget.	8, 16 and 73. 4, 11 and 32
	Scrutiny of Departmental Estimates by—	74-79 32—33
FINANCIAL IRREGULARITIES.	Instances of—	174 64—66
FINANCIAL PROPRIETY.	Standards of—	12 5—6
GRANTS	Communication of budget—by Finance Department to the Administration De- partments and by the latter to Heads of Departments, etc.	88 and 91 37—38
	General instructions regarding supplementary and additional—	161-170 60—63
HIGH COMMIS- SION OF INDIA IN THE UNITED KING- DOM.	Nature of expenditure incurred by the— on behalf of the State Government.	41 21
	Receipt and disposal by Finance Depart- ment of estimates of the—	45, 46 and 49. 22—23
INSTRUCTIONS	Detailed—regarding preparation of estimates of ordinary expenditure.	28-38 17—20
	Detailed—regarding preparation of estimates of revenue and receipts.	25-27 15—16
	General —for preparation of revised estimates.	51-57 24—27
	General —regarding collection of revenue	96-102 40—41
	General —regarding re-appropriations and redistributions.	147-160 57—60
IRRECOVERABLE DUES.	Action to be taken regarding— ..	98 40—41
LEAVE AND DE- PUTATION SALARIES PAY- ABLE IN THE UNITED KING- DOM.	Preparation and submission of estimates of—	42 21—22

	Subject	Paragraph or Appendix	Page
	1	2	3
LEGISLATIVE ASSEMBLY	Extracts from Rules of Procedure and Conduct of business of the Uttar Pradesh.	Appendix A	53—94
	Presentation of Public Accounts Committee's Report to the—	184	69
LEGISLATURE	Presentation of the Budget to the—and proceedings of the—with regard to it.	10 and 82—87	5 and 34—36
	Presentation of the Appropriation and Finance Accounts to the—	177	67
	Stage at which the Budget is ripe for presentation to the—	79	33
LEGISLATIVE COUNCIL.	Extract from the Rules of Procedure and Conduct of business of the—	Appendix A	83—94
LIST	—of controlling officers for expenditure heads.	Appendix E	176—192
	—of delegation of powers of re-appropriation sanctioned by the Finance Department.	Appendix G	198—199
	—of certain estimates (budget and revised) for framing of which Administration Departments of the Secretariat are responsible, and the dates of their submission to the Finance Department.	Appendix C, Section II.	166—172
	—of charged items of expenditure	15(10)	7—8
	—of items of new expenditure to be maintained by Administration Departments and furnished to Finance Department.	70	31
	—of departmental estimates, showing in each case the designation of the estimating officer, the channel of submission and the dates on which the estimates must reach the Accountant General and the Finance Department.	Appendix C, Section I.	151—167
	—of major and minor heads of account of State receipts and disbursements.	Appendix B	95—150
	—of officers, etc., to be supplied with copies of Budget Literature to be maintained by Finance Department.	209	79
LIABILITY REGISTER.	Book adjustments and maintenance of—	104	42—43

	Subject	Paragraph or Appendix	Page
	1	2	3
LUMP PROVISIONS.	—to be avoided in the budget estimates	31	18
	Utilization of—	94	39
NEW EXPENDITURE.	Definition and examples of—	15(26) and 59	9 and 28-29
	Instructions regarding preparation of schedule of—	60—69	29—31
	List of items of—arranged in order of priority to be furnished to Finance Departments.	70	31
	Proposals relating to— to be submitted separate from the ordinary budget estimates and well in advance of the prescribed dates.	9 and 20	5 and 12-13
	Checking up of schedules of— by the Finance Department.	70	31
PROCEDURE	—for expenditure incurred on behalf of the State Government in foreign countries other than the United Kingdom.	39	21
	—for presentation of bills at the Treasury	113—114	45-46
	—to be followed by controlling officers in the proper maintenance of accounts and control of expenditure.	115—124	47-50
	—to be followed by disbursing officers in the maintenance of accounts of expenditure.	112—113	45-46
	—for dealing with anticipated excesses	132	53-54
	—for submitting applications for re-appropriation.	159	60
	—for dealing with excess expenditure incurred over the sanctioned grants.	171—173	63
PRO FORMA ACCOUNTS.	—to be maintained in respect of all schemes and undertakings of Government declared as commercial.	208	78-79
PUBLIC ACCOUNT OF UTTAR PRADESH.	Explanation of—	3 and 195 —202	1 and 72-76
	Divisions of—	5 and 196	2-3 and 72
PUBLIC ACCOUNTS COMMITTEE.	Constitution and functions, etc., of—	14, 15 (28) and 180—188	6 9 and 68-70

Subject		Paragraph or Appendix	Page
1		2	3
RE-APPROPRIATION.	Authorities competent to sanction ..	155—157 and Appendix G	59-60 and 193-199
	Communication of —orders to Audit and Finance Department.	160	60
	Definition of — ..	15(29) and 147—148	9 and 57
	Delegation of powers of — ..	156 and Appendix G	59-60 and 198-199
	General instructions and restrictions re- garding —	147—160	57-60
	Recoveries not to be taken into account for purposes of —	152	58
	Redistributions which are not — ..	149	57-58
RECONCILIATION	— of departmental figures with the booked figures in the office of the Accountant General—its objects, limits and methods.	124—129	49-53
	— of figures by personal contact ..	127	50-51
RECOVERIES	— from other Governments and local bodies, etc. to be effected promptly.	102	41
REFUNDS	.. Provision for — to be made in the revenue estimates.	25(5)	16
REMITTANCES	Recording of transactions under the head—	202	76
REVENUE	Credits to — by debit to suspense heads not permissible.	90	41
	Instructions for watching the progress of — and receipts.	96—102	40-41
REVENUE ACCOUNT.	Explanation of —	4	2
REVISED ESTIMATES.	Instructions regarding preparation of —	51—56	24-27
	Corrections to — to be intimated promptly	57	27
	Methods for framing — ..	53	25
RULES	.. — framed under the U. P. Contingency Fund Act.	3, 130 and Appendix F	1, 55 and 193-197

Subject		Paragraph or Appendix	Page
1		2	3
RULES—(concl'd.)	Extract from Uttar Pradesh—of Business and Secretariat Instructions.	Appendix A	83—94
	Extract from the— of Procedure and Conduct of Business of the Uttar Pradesh Legislative Assembly and Council.	Appendix A	83—94
SANCTIONS	.. Yearly— not necessary in case of permanently sanctioned expenditure	85	59
SAVINGS	.. — Procedure for dealing with anticipated — in the Public Works, Irrigation and Electricity Departments.	142	57
	— to be reported to the Finance Department through the Administrative Departments	138—140	56-57
SECRETARIAT INSTRUCTIONS.	Extracts from the Uttar Pradesh Rules of Business and—	Appendix A	83-94
SUPPLEMENTARY GRANTS OR APPROPRIATIONS.	General instructions regarding—	101—170	60-63
SUSPENSE	.. Recording of transactions under the— head	201	76
UNFUNDED DEBT	Explanation of the term—	.. 197	73
VOTABLE EXPENDITURE.	Definition of— 15(41)	10
	Authorization of— 83—87	35-36
VOTE ON ACCOUNT.	Definition of— 15(39)	10
VOTE OF CREDIT	Definition of— 15(40) and Appendix A	10 and 83—94

